

**Public-Use Data File: Public Libraries Survey,  
Fiscal Year 2000**

**Federal-State Cooperative System  
for Public Library Data**

**U.S. Department of Education  
National Center for Education Statistics**

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## I. Introduction

The Public Libraries Survey (PLS) is a voluntary survey conducted annually by the National Center for Education Statistics (NCES) through the Federal-State Cooperative System (FSCS) for Public Library Data. The PLS is conducted in compliance with the NCES mission “to collect, analyze, and disseminate statistics and other information related to education in the United States and in other nations, including ... the learning and teaching environment, including data on libraries...”, (P.L. 103-382, Title IV, National Education Statistics Act of 1994, Sec 404 [a]).

The universe of public libraries was surveyed, as identified by state library agencies in the 50 States, the District of Columbia, and the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands.<sup>1</sup> (The FSCS definition of a public library is provided in appendix F, in item 7D of the Administration Entity Data Element Definitions.) The PLS data were collected for NCES by a network of state data coordinators appointed by the chief officers of state library agencies. The reporting unit for the survey is the *administrative entity*, defined as the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The administrative entity may have a single outlet or multiple outlets. (Note: Some public libraries have no central outlet. These libraries are identified in appendix H.)

The FY 2000 PLS collected the following information. (Note: survey data entry screens are included in appendix E and survey definitions in appendix F.)

- Fifty-eight items were collected on each public library (identifying information and basic data). Identifying items include the public library’s name, address, telephone number, county, interlibrary relationship, legal basis, administrative structure, FSCS public library status, and geographic service area. The basic data include population of legal service area, full-time equivalent staff, service outlets, public service hours, library materials, operating income and expenditures, capital outlay, total circulation, circulation of children’s materials, reference transactions, library visits, children’s program attendance, interlibrary loans, and several items on electronic services. The data for a multiple-outlet library are provided to NCES as aggregate data.
- Twelve items were collected on each public library service outlet. These items include the outlet’s name and address, telephone number, county, type of outlet, metropolitan status, number of bookmobiles, and Web address.
- Four items were collected on characteristics of the state data submission. These items include the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas for the state. The state library agency provided these data on a separate record since they are not library-level data.

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<sup>1</sup> Puerto Rico did not report any data.

Three data files were generated (in Microsoft Access and ASCII format<sup>2</sup>) from the FY 2000 PLS, as follows:

1. Public Library Data File (PUPLDF00.MDB and PUPLDF00.TXT). This file includes data for the universe of 9,078 public libraries (9,074 public libraries in the 50 states and the District of Columbia and four public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands). Each library's data consists of one record. Appendix A contains the record layout. Note: The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed). PUPLDF00.MDB and PUPLDF00.TXT are the public-use files. See *Confidentiality and Public- and Restricted-Use Data Files* in next section for more information.
2. State Summary/State Characteristics Data File (PUSUM00.MDB and PUSUM00.TXT). The data for each state consists of one record. Appendix B contains the record layout. Only Palau has suppressed data. The file includes:
  - a. State summary data. These are state totals of the numeric data on the restricted-use (unsuppressed) Public Library Data File for all public libraries in the 50 states, the District of Columbia, Guam, the Northern Marianas, and the U.S. Virginia Islands. Exception: Palau has suppressed data.
  - b. State characteristics data. These data consist of four items reported on a "state characteristics" record for each of the 50 states, the District of Columbia, and the outlying areas: the reporting period starting and ending dates, the official state population estimate, and the total unduplicated population of legal service areas in the state.
3. Public Library Outlet Data File (PUOUT00.MDB and PUOUT00.TXT). This file includes identifying information and a few basic data items for the universe of 17,093 public library service outlets (centrals/main, branches, bookmobiles, and books-by-mail only) (17,077 outlets in the 50 states and the District of Columbia and 16 outlets in the outlying areas). The data for each outlet consists of one record. Appendix C contains the record layout. Note: No data are suppressed.

## II. User's Guide

### II. A. Survey Methodology

#### Survey Universe

The survey universe consists of 9,078 public libraries (9,074 public libraries in the 50 states and the District of Columbia and four public libraries in the outlying areas of Guam, the Northern Mariana Islands, Palau, and the U.S. Virgin Islands), as identified by state library agencies. Military libraries that provide public library service and libraries that serve residents of institutions are not included. Data were not systematically collected from public libraries on Native American reservations; a total of 29 such libraries was reported.

#### Survey Response

**Unit response.** A total of 8,926 of the 9,078 public libraries in the survey universe responded to the FY 2000 Public Libraries Survey, for a unit response rate of 98.3 percent. Respondents to the survey are defined as public library administrative entities for which the following data were reported: population of the legal service area and at least three of the five following items: total paid employees, total operating income, total operating expenditures, book/serial volumes, and total circulation.

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<sup>2</sup> The Microsoft Access data file has the .MDB extension, and the ASCII data file has the .TXT extension.

**Item response.** For national totals, item response rates fell below 70 percent (the NCES statistical standard for data tabulation and analysis) for one item—the number of users of electronic resources per typical week (69.0 percent response rate). For state totals, response rates fell below 70 percent for several items (see following list). All missing numeric data were imputed with the exception of users of electronic resources, which was added to the survey in FY 99. State response rates for this item were too low for reliable imputations in FY 2000. (See *Imputation* section for a discussion of the imputation methodology.)

**Items with State Response Rates below 70 Percent:**

<b><u>Library visits</u></b>	<b><u>Response rate</u></b>	<b><u>Internet terminals used by staff only</u></b>	<b><u>Response rate</u></b>
District of Columbia	0.0	Ohio	54.4
Massachusetts	56.6		
Oregon	65.6		
<b><u>Reference transactions</u></b>	<b><u>Response rate</u></b>	<b><u>Users of electronic resources</u></b>	<b><u>Response rate</u></b>
District of Columbia	0.0	Arkansas	0.0
South Dakota	65.0	Arizona	69.2
Utah	65.7	California	1.1
		Connecticut	64.4
		Delaware	51.4
<b><u>Audio</u></b>	<b><u>Response rate</u></b>	District of Columbia	0.0
South Dakota	65.8	Hawaii	0.0
		Idaho	0.9
<b><u>Materials in electronic format</u></b>	<b><u>Response rate</u></b>	Illinois	0.0
Connecticut	61.9	Maine	62.0
		Maryland	0.0
<b><u>Other income</u></b>	<b><u>Response rate</u></b>	Massachusetts	47.4
West Virginia	15.5	Missouri	69.4
		Montana	5.1
<b><u>Total Income</u></b>	<b><u>Response rate</u></b>	New Jersey	0.0
West Virginia	15.5	North Carolina	0.0
		Oklahoma	6.1
<b><u>Employee benefits</u></b>	<b><u>Response rate</u></b>	Virginia	30.0
South Dakota	64.2	Washington	57.6
		Wyoming	0.0
<b><u>Capital outlay</u></b>	<b><u>Response rate</u></b>		
Montana	0.0		
<b><u>Expenditures for materials in electronic format</u></b>	<b><u>Response rate</u></b>		
District of Columbia	0.0		

## Caveats for Using these Data

**Using the data to make comparisons.** The FY 2000 PLS data file includes imputations for nonresponding libraries, at the unit and item levels. Comparisons to data prior to FY 92 should be made with caution, as earlier data files do not include imputations for nonrespondents, and the percentage of libraries responding to a given item varied widely among states.

State data comparisons should be made with caution because of differences in reporting periods (see following section on *Reporting Period*) and adherence to survey definitions. The definitions used by some states in collecting data from their public libraries may not be consistent with the PLS definitions. The 1994 NCES *Report on Coverage Evaluation in the Public Library Statistics Program* (NCES 94-430) and the 1995 NCES *Report on Evaluation of Definitions Used in the Public Library Statistics Program* (NCES 95-430) address issues of consistency in definitions among states. These reports are available on the NCES Web site at: <http://nces.ed.gov/pubsearch/getpubcats.asp?sid=041#052>.

The District of Columbia, while not a state, is included in this report. Special care should be used in comparing the District's data to state data. Caution should also be used in making comparisons with the state of Hawaii, as Hawaii reports only one public library for the entire state.

**Reporting period.** The FY 2000 PLS requested data for state fiscal year 2000. In some states, the fiscal year reporting period varies among localities. In such cases, the state was requested to report the earliest starting date and latest ending date reported by their public libraries. Therefore, the reporting period for some states spans more than a 12-month period (see table below). However, in these states, each public library provided data for a 12-month period.

### States by Reporting Period

07/99 to 06/00		01/00 to 12/00		Other
AK	MO	AR	WA	11/98 to 09/00: MI
AZ	MT	CO	WI	01/99 to 06/00: PA, VT
CA	NC	IN	PW*	03/99 to 12/00: NY
CT	NM	KS		07/99 to 12/00: NH, UT
DE	NV	LA		10/99 to 09/00: AL, DC, FL, ID, MS,
GA	OK	ME		GU*, MP*, VI*
HI	OR	MN		10/99 to 12/00: NE
IA	RI	ND		
IL	SC	NJ		
KY	TN	OH		
MA	VA	SD		
MD	WV	TX		
	WY			

\*GU—Guam; MP—Northern Mariana Islands; PW—Palau; VI—Virgin Islands

## Survey Population Items

The PLS has three population items: (1) Population of Legal Service Area (reported for each public library by the state library agency), (2) Total Unduplicated Population of Legal Service Areas (a single figure, reported by the state library agency), and (3) Official State Total Population Estimate (reported by the state library agency).<sup>3</sup> The total Population of Legal Service Area for all public libraries in a state may exceed the state's Total Unduplicated Population of Legal Service Areas or the Official State Total Population Estimate. This occurs when the state has one or more geographically adjacent libraries (for example, a county library and a city library within the county) that serve, and therefore count, the same population. Twenty-eight states had such overlapping service areas in FY 2000. (See appendix G for a list of these states).

In order to do meaningful analysis using Population of Legal Service Area data (for example, the number of books/serial volumes per capita), the data were adjusted to eliminate duplicative reporting in states with overlapping service areas. The Public Library Data File has a derived unduplicated population of legal service area for *each library* for this purpose, called POPU\_UND. This value was prorated for each library by calculating the ratio of a library's Population of Legal Service Area to the state's total Population of Legal Service Area, and applying the ratio to the state's Total Unduplicated Population of Legal Service Areas.

## Confidentiality

The PLS data are released in accordance with the provisions of the Privacy Act of 1974 and the National Education Statistics Act of 1994, so as to ensure the confidentiality of individually identifiable respondents. NCES releases data to the public to use for statistical purposes only. Record matching or deductive disclosure by any user is prohibited. Procedures for disclosure avoidance were used in preparing public-use data for release. Every effort has been made to provide the maximum research information that is consistent with reasonable confidentiality protections.

## Public- and Restricted-Use Data Files

The Public Library Data file is available in two versions: public-use data (available to all data users with some data suppressed) and restricted-use data (available only to NCES-licensed data users with no data suppressed).

**Public-use data.** On the public-use Public Library Data File (PUPLDF00.MDB and PUPLDF00.TXT), selected expenditures data (i.e., Salaries, Benefits, Total Staff Expenditures, and Other Operating Expenditures) for public libraries have been removed (i.e., the field is blank) when total full-time equivalent (FTE) staff is less than or equal to 2.00, to protect the confidentiality of respondents. These data may also be suppressed for other libraries, to ensure that all states that have suppressed data have a minimum of 3 suppressed records. The library's Total Operating Expenditures are not affected by the suppression of these data. Note: On the public-use State Summary/State Characteristics Data File, only Palau has suppressed data. No data are suppressed on the Public Library Outlet File.

**Restricted-use data.** No data are suppressed on the restricted-use Public Library Data File (IMPLS00.MDB and IMPLS00.TXT) or State Summary/State Characteristics Data File (IMSUM00.MDB and IMSUM00.TXT). The inclusion of all expenditures data, regardless of the number of employees, enables the identification of individual salary data. Researchers requiring access to the restricted-use data must obtain a license from NCES to use the data. To obtain a license, the following information is necessary:

1. The title of the database(s) the organization wants to access;
2. A description of the statistical research project necessitating access to the restricted-use database;

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<sup>3</sup> The survey definitions are provided in appendix F.

3. The name and title of the senior official having authority to bind the organization to the provisions of the license agreement;
4. The name and title of the principal project officer(s) who will oversee the daily operations;
5. The names, titles, and telephone numbers of the professional/technical and support staff who will have access to the data;
6. The estimated loan period (not to exceed five years) for accessing the data; and
7. The desired computer media format.

NCES will review the submitted documents for content and completeness and inform the requestor whether a license to use the restricted data is approved. See the following NCES Web site for more information: <http://nces.ed.gov/statprog/confid5.asp>

### **Survey Processing**

The FY 2000 PLS was released to the states over the Internet in mid-May of 2001, with a due date of July 31, 2001. States reported their data using a personal computer data collection software program called WinPLUS (Windows Public Library Universe System) which they downloaded from the Internet. WinPLUS was developed for NCES by the U.S. Census Bureau (the data collection agent). Edit follow-up was completed in mid-December of 2001. The editing process is described below.

### **Editing**

**State level.** The survey software generates on-screen edit messages during the data entry process, enabling the respondent to review the data and correct any errors immediately. Following data entry, the respondent generates an edit report which lists all data falling outside established limits, for additional review before submission of the final file to NCES. The following types of edits were performed:

1. *Relational edit checks.* This is a data consistency check between related data elements. For example, an edit check message is generated if the number of ALA-MLS Librarians is greater than Total Librarians.
2. *Out-of-range edit checks.* This is a comparison of data reported for an item to the "acceptable range" of values. Performed on current-year and historical (current-year vs. past-year) data. For example, an edit check message is generated if average Public Service Hours per outlet per week is less than 10, or if Total Circulation reported this year is not within  $\pm 5,000$  or  $-10\%$  to  $+25\%$  of last year's value for Total Circulation.
3. *Arithmetic edit checks.* This is an arithmetical accuracy check of a reported total and its parts to the generated total. For example, an edit check message is generated if Total Operating Income is not equal to the sum of its parts (Local Government Income, State Government Income, Federal Government Income, and Other Income).
4. *Blank, zero, or invalid data edit checks.* This is a check of reported data against acceptable values. For example, an edit check message is generated if Book/Serial Volumes is 0 or blank.

Respondents also used the survey software to generate state summary tables (corresponding to the tables in this report but limited to their state's data) and single-library tables (showing data for individual public libraries in their state). States were encouraged to review the tables for data quality before submitting their final data to NCES. States submitted their final data with a signed form from the Chief Officer of the State Library Agency certifying the accuracy of the data.

**National level.** The U.S. Census Bureau and NCES reviewed and edited the state data submissions, working closely with the State Data Coordinators and the FSCS Steering Committee.

## Imputation

All libraries, including nonresponding libraries, were sorted into imputation cells based on the region and size of population served. Item imputation was performed on each record with nonresponse variables. The data are identified as either imputed (estimated) or reported (actual) on the survey data file, through the use of imputation codes. The following imputation rules were applied:

- A. For libraries that responded in 1999 but not 2000 (or in 1998 but not in 1999 or 2000):
  - A1. Average changes in values of data (the growth rates) were calculated for institutions that reported in both 1999 and 2000 (or in both 1998 and 2000).
  - A2. The average changes computed in step A1 were applied to the 1999 data (or 1998 data) of 2000 nonresponding libraries to obtain an estimate for 2000.

This 'growth rate' method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, library visits, reference transactions, total circulation, salaries, total staff expenditures, total collection expenditures, other operating expenditures, and total operating expenditures.
  - A3. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step A2.
  - A4. Total operating expenditures were derived by summing total staff expenditures, total collection expenditures, and other operating expenditures estimated in step A2.
  - A5. For income variables (i.e., total income and income from federal, state, and local government sources) both responding and nonresponding libraries in an imputation cell were arranged in decreasing order of size of population served. A nonresponding library's 1999 (or 1998) data were pulled forward, and a growth rate was determined by calculating the growth of the next smallest library to the nonresponding library that had data for both 2000 and 1999 (or 2000 and 1998). This growth rate was applied to the nonresponding library's 1999 (or 1998) data to obtain an estimate for 2000. If no prior year growth rate was available for the next smallest library, the growth rate was assumed to be 1.00.
  - A6. Other income was derived by subtracting income from federal, state, and local sources from total income.
  - A7. Children's program attendance was estimated by multiplying the current-year total library visits by the prior-year ratio of children's program attendance to total library visits.
  - A8. Children's circulation was estimated by multiplying the current-year total circulation by the prior-year ratio of children's circulation to total circulation.
  - A9. Materials in electronic format expenditures was set to zero if the sum of other operating expenditures and total collection expenditures equals zero.
  - A10. For materials in electronic format and materials in electronic format expenditures, if only one of these variables needed imputation and if 1999 or 1998 reported data was greater than zero for both variables, the reported variable was multiplied by the ratio or inverse ratio to obtain an estimate for 2000. If the ratio/inverse ratio cannot be used but there was 1999 or 1998 reported data then that data was multiplied by the appropriate growth rate to obtain an estimate for 2000.

- A11. If materials in electronic format was imputed to be zero and materials in electronic format expenditures needs imputing, it was set to zero.
- A12. Access to electronic services and access to the Internet were imputed based on the prior-year response of 'Yes' or 'No'.
- A13. For electronic access expenditures, if access to electronic services was 'No' and access to Internet was 'No' or the sum of other operating expenditures plus total collection expenditures was zero then electronic access expenditures imputed value was zero. Otherwise, the current year sum of other operating expenditures times the prior year ratio of electronic access expenditures to the prior year sum of other operating expenditures plus total collection expenditures was the imputed value. If only electronic access expenditures was reported in the prior year (1999 or 1998) then it was multiplied by the appropriate growth rate to obtain an estimate for 2000.
- A14. If access to the Internet is 'No', the imputed value of Internet use code is 'NA' (not applicable). If the value for access to the Internet is 'Yes', the imputed value for Internet use code is the prior-year value. If there is no prior year value, the imputed value is equal to the most frequent response in the same state.
- A15. For Internet terminals used by the general public and Internet terminals used by staff only if there was 1999 or 1998 reported data, that data was carried forward as an estimate for 2000.
- B. For libraries with no reported data in 1998, 1999, or 2000:
- B1. The 'growth rate' method (described in steps A1 and A2) was used to impute for 2000 if the prior year data (1999 or 1998) was imputed using prior year reported data and the imputed value was greater than zero.
- This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, reference transactions, circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.
- B2. The mean of the imputation cell was calculated for all libraries that responded in 2000. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.
- This method was used for imputing centrals, branches, bookmobiles, ALA-MLS librarians, total librarians, total paid employees, book/serial volumes, subscriptions, audio, public service hours, reference transactions, circulation, total income, income from federal, state, and local sources, salaries, total staff expenditures, total collection expenditures, other operating expenditures, library materials in electronic format, operating expenditures for library materials in electronic format, and operating expenditures for electronic access.
- B3. To impute total library visits when the prior year imputed data were not based on reported data, library visits was summed over all responding libraries in an imputation cell, as was the population served. The ratio of total library visits to total population served was multiplied by the nonrespondent's population value to estimate the nonrespondent's library visits.

- B4. Children's program attendance was estimated using the method described in step B3 where the ratio of total children's program attendance to total library visits for the responding libraries in an imputation cell was multiplied by the nonrespondent's current-year library visits.
  - B5. Children's circulation was estimated by calculating the ratio of children's circulation to total circulation for the responding libraries in an imputation cell and multiplying the ratio by the current-year total circulation of the nonresponding library.
  - B6. Employee benefits were derived by subtracting salaries from the estimated total staff expenditures determined in step B1 (or step B2).
  - B7. Total operating expenditures were derived by summing total collection expenditures, total staff expenditures, and other operating expenditures estimated in step B1 (or step B2).
  - B8. Access to electronic services and access to the Internet were imputed based on the current-year response to operating expenditures for electronic access. (The value was set to 'Yes' if electronic access expenditures was greater than 0; otherwise, the value was set to 'No'.)
  - B9. If there was no prior year value for Internet use, the imputed value is equal to the most frequent response for that variable in the same state.
  - B10. The median of the imputation cell was calculated for all libraries that responded in 2000. The cell median was not adjusted. This method was used for imputing Internet terminals used by the general public and Internet terminals used by staff only when there was no reported prior year (1999 or 1998) data.
- C. For all nonresponding libraries:
- C1. Capital outlay was derived by imputing total expenditures (a derived variable which is the sum of total collections expenditures, total staff expenditures, other operating expenditures, and capital outlay) and subtracting total operating expenditures in order to get capital outlay. If the derived capital outlay had a negative value, it was changed to zero, total operating expenditures were changed to equal total expenditures, and total collection expenditures, total staff expenditures, and other operating expenditures were adjusted so that the sum would equal total operating expenditures. Alternatively, the cell mean (adjusted for population size) was used.
  - C2. The mean of the imputation cell was used to estimate videos and interlibrary loans. The cell mean was adjusted for the size of a nonresponding library by multiplying it by the ratio of the nonrespondent's total population served to the mean size of population served for all responding libraries.

## II. B. Guidelines for Processing the Data Files

See *Introduction, Confidentiality, and Public- and Restricted-Use Data Files* above for a description of the files.

The States reported the PLS data using survey software developed by the U.S. Census Bureau for NCES. At survey mail-out, all numeric data cells were initialized with -2, and respondents were instructed to replace all -2s with valid data. All missing numeric data were imputed, with the exception of three items. (These items are identified under the heading *Item Response* above. See *Imputation* above for a discussion of the imputation methodology.) Alphanumeric fields that are blank or that contain "M" indicate nonresponse. Numeric fields that contain -1 indicate nonresponse. A zero (0) response is reported data and indicates the library or outlet had none of the item. On the public-use file, numeric fields that are blank indicate that the data have been removed to protect the confidentiality of individual respondents.

**Appendix A—Record Layout for Public Library Data File, FY 2000**  
**(PUPLDF00.MDB and PUPLDF00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	1	A	(†)	<b>IDENTIFICATION</b> Post Office state abbreviation code. See appendix D for list of State Codes.
FSCSKEY	06	3	A	1A	Library identification code assigned by NCES
LIBID	20	9	A	01	Library identification code assigned by the state. NCES assigns the FSCSKEY to this field if the state did not assign a code.
LIBNAME	45	29	A	02	Name of library (administrative entity)
ADDRESS	35	74	A	03	<b>STREET ADDRESS AND COUNTY</b> Street address of administrative entity
CITY	17	109	A	04	City or town (of street address) of administrative entity
CNTY	17	126	A	4A	County of library
ZIP	05	143	A	05	Standard five-digit postal zip code (of street address) of administrative entity. (Note: Prior to FY 98, this variable was called ZIP1.)
ZIP4	04	148	A	06	Four-digit postal zip code extension (of street address) of administrative entity. (Note: Prior to FY 98, this variable was called ZIP2.)
ADDRES_M	35	152	A	3M	<b>MAILING ADDRESS</b> Mailing address of administrative entity
CITY _M	17	187	A	4M	City or town (of mailing address) of administrative entity
ZIP_M	05	204	A	5M	Standard five-digit postal zip code (of mailing address) of administrative entity.
ZIP4_M	04	209	A	6M	Four-digit postal zip code extension (of mailing address) of administrative entity
PHONE	10	213	A	07	Telephone number, in following format: area code/exchange/number (for example, 7037315072)
C_RELATN	02	223	A	7A	Interlibrary Relationship Code HQ—Headquarters of a system, federation, or cooperative service ME—Member of a system, federation, or cooperative service, but not the headquarters NO—Not a member of a system, federation, or cooperative service
C_LEGBAS	02	225	A	7B	Legal Basis Code CI—Municipal government (city, town, or village) CO—County/Parish CC—City/County MJ—Multi-jurisdictional NL—Native American Tribal Government NP—Non-profit Association or Agency SC—School District

**Appendix A—Record Layout for Public Library Data File, FY 2000  
(PUPLED00.MDB and PUPLED00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					SD—Special Library District (authority, board, or commission) OT—Other (Note: Prior to FY 98, this variable was called C_LEGBASE.)
C_ADMIN	02	227	A	7C	Administrative Structure Code MA—Administrative Entity with multiple direct service outlets where administrative offices are separate MO—Administrative Entity with multiple direct service outlets where administrative offices are not separate SO—Single Outlet Administrative Entity
C_FSCS	01	229	A	7D	FSCS Public Library Definition (Public library meets all criteria in the definition.) Y—Yes N—No
GEOCODE	03	230	A	7E	Geographic Code C11—City (exactly) C12—City (most nearly) CO1—County (exactly) CO2—County (most nearly) MA1—Metropolitan area (exactly) MA2—Metropolitan area (most nearly) MC1—Multi-County (exactly) MC2—Multi-County (most nearly) SD1—School District (exactly) SD2—School District (most nearly) OTH—Other
POPU_LSA	09	233	N	08	<b>POPULATION</b> Population of the Legal Service Area (Note: Prior to FY 98, this variable was called POPU.)
POPU_UND	09	242	N	(†)	Unduplicated population of the legal service area for the library. NCES calculated this value by prorating the library's population of legal service area to the state's total population of legal service areas, and applying the ratio to the state's total unduplicated population of legal service areas. (Note: Prior to FY 98, this variable was called POPU_UNDUP.)
CENTLIB	03	251	N	09	<b>SERVICE OUTLETS</b> Number of central libraries
BRANLIB	03	254	N	10	Number of branch libraries
BKMOB	03	257	N	11	Number of bookmobiles
MASTER	09	260	N	13	<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b> ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of six integers and two decimals, with an explicit decimal point.

**Appendix A—Record Layout for Public Library Data File, FY 2000**  
**(PUPLDF00.MDB and PUPLDF00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
LIBRARIA	09	269	N	14	Total number of FTE employees holding the title of librarian. This field consists of six integers and two decimals, with an explicit decimal point. (Note: Prior to FY 98, this variable was called LIBRARIAN.)
OTHPAID	10	278	N	15	All other paid FTE employees. This field consists of seven integers and two decimals, with an explicit decimal point.
TOTSTAFF	10	288	N	16	Total paid FTE employees. This field consists of seven integers and two decimals, with an explicit decimal point. (Note: Prior to FY 98, this variable was called TOTPEMP.)
					<b>OPERATING INCOME</b>
LOGGVT	09	298	N	17	Operating income from local government
STGVT	09	307	N	18	Operating income from state government
FEDGVT	09	316	N	19	Operating income from federal government
OTHINCM	09	325	N	20	Other operating income (i.e., income not included in LOGGVT, STGVT, and FEDGVT)
TOTINCM	10	334	N	21	Total income (includes LOGGVT, STGVT, FEDGVT, and OTHINCM)
					<b>OPERATING EXPENDITURES</b>
SALARIES	09	344	N	22	Salaries and wages for all library staff
BENEFIT	09	353	N	23	Employee benefits for all library staff
STAFFEXP	09	362	N	24	Total staff expenditures (includes SALARIES and BENEFIT). (Note: Prior to FY 98, this variable was called TOTEXP.)
TOTEXPCO	09	371	N	25	Total expenditures on library collection. (Note: Prior to FY 98, this variable was called TOTEXPCOL.)
OTHOPEXP	09	380	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	10	389	N	27	Total operating expenditures (includes STAFFEXP, TOTEXPCO, and OTHOPEXP). (Note: Prior to FY 98, this variable was called TOTOPEXP1.)
					<b>CAPITAL OUTLAY EXPENDITURES</b>
CAPITAL	09	399	N	28	Expenditures for capital outlay
					<b>LIBRARY COLLECTION</b>
BKVOL	09	408	N	29	Number of books and serial volumes
AUDIO	09	417	N	30	Number of audio materials
VIDEO	09	426	N	32	Number of video materials
SUBSCRIP	09	435	N	33	Number of current serial subscriptions. (Note: Prior to FY 98, this variable was called SUBSCRIPT.)

**Appendix A—Record Layout for Public Library Data File, FY 2000**  
**(PUPLDF00.MDB and PUPLDF00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
HRS_OPEN	08	444	N	35	<b>PUBLIC SERVICE HOURS</b> Total annual public service hours for all service outlets. (Note: Prior to FY 98, this variable was called DUPLI.)
VISITS	09	452	N	36	<b>LIBRARY SERVICES</b> Total annual library visits. (Note: Prior to FY 98, this variable was called ATTEND.)
REFERENC	09	461	N	38	Total annual reference transactions. (Note: Prior to FY 98, this variable was called REFERENCE.)
TOTCIR	09	470	N	39	<b>CIRCULATION</b> Total annual circulation transactions
LOANTO	06	479	N	40	<b>INTER-LIBRARY LOANS</b> Total annual loans provided to other libraries
LOANFM	06	485	N	41	Total annual loans received from other libraries
KIDCIRCL	09	491	N	42	<b>CHILDREN'S SERVICES</b> Total annual circulation (including renewals) of all children's materials in all formats to all users
KIDATTEN	09	500	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children. (Note: Prior to FY 98, this variable was called KIDATTEND.)
ELMATEXP	09	509	N	44	<b>ELECTRONIC TECHNOLOGY</b> Operating expenditures for library materials in electronic format
ELACCEXP	09	518	N	45	Operating expenditures for electronic access
ELMATS	09	527	N	46	Number of library materials in electronic format
ELSVACC	01	536	A	47	Library access to electronic services Y—Yes N—No M—Missing (unknown, not reported)
INETACC	01	537	A	48	Library access to the Internet Y—Yes N—No M—Missing (unknown, not reported)
INETUSE	02	538	A	49	Internet Use Code ST—Library staff only PI—Patrons through a staff intermediary only PE—Patrons either directly or through a staff intermediary NA—Not applicable M—Missing (unknown, not reported)
STFTERMS	06	540	N	50	Internet terminals used by staff only
GPTERMS	06	546	N	51	Internet terminals used by general public
ERES_USR	09	552	N	52	Users of electronic resources per typical week

**Appendix A—Record Layout for Public Library Data File, FY 2000**  
**(PUPLDF00.MDB and PUPLDF00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					<b>OTHER</b>
PUB_FIPS	02	561	A	(†)	Two-digit FIPS State Code. See appendix D for list of State Codes.
CNTYFIPS	03	563	A	(†)	Three-digit FIPS County Code
YR_SUB	04	566	A	(†)	FSCS submission year of public library data in 4-digit format (YYYY). (Note: Prior to FY 98, this variable was called YR.)
OBereg	02	570	A	(†)	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 00—U.S. Service Schools 01—New England (CT ME MA NH RI VT) 02—Mid East (DE DC MD NJ NY PA) 03—Great Lakes (IL IN MI OH WI) 04—Plains (IA KS MN MO NE ND SD) 05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06—Southwest (AZ NM OK TX) 07—Rocky Mountains (CO ID MT UT WY) 08—Far West (AK CA HI NV OR WA) 09—Outlying Areas (AS FM GU MH MP PR PW VI)
RSTATUS	01	572	A	(†)	1—Respondent, with no imputed data 2—Respondent, with both reported and imputed data 3—Nonrespondent, not imputed 4—Nonrespondent with imputed data
					<b>Item imputation flags (See appendix I.)</b>
IMP0	02	573	A	(†)	POPULSA
IMP1	02	575	A	(†)	CENTLIB
IMP2	02	577	A	(†)	BRANLIB
IMP3	02	579	A	(†)	BKMOB
IMP4	02	581	A	(†)	MASTER
IMP5	02	583	A	(†)	LIBRARIA
IMP6	02	585	A	(†)	OTHPAID
IMP7	02	587	A	(†)	TOTSTAFF
IMP8	02	589	A	(†)	LOGGVT
IMP9	02	591	A	(†)	STGVT
IMP10	02	593	A	(†)	FEDGVT
IMP11	02	595	A	(†)	OTHINCM
IMP12	02	597	A	(†)	TOTINCM
IMP13	02	599	A	(†)	SALARIES
IMP14	02	601	A	(†)	BENEFIT
IMP15	02	603	A	(†)	STAFFEXP
IMP16	02	605	A	(†)	TOTEXPCO
IMP17	02	607	A	(†)	OTHOPEXP
IMP18	02	609	A	(†)	TOTOPEXP
IMP19	02	611	A	(†)	CAPITAL
IMP20	02	613	A	(†)	BKVOL
IMP21	02	615	A	(†)	AUDIO
IMP22	02	617	A	(†)	VIDEO
IMP23	02	619	A	(†)	SUBSCRIP

**Appendix A—Record Layout for Public Library Data File, FY 2000**  
**(PUPLDF00.MDB and PUPLDF00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
IMP24	02	621	A	(†)	HRS_OPEN
IMP25	02	623	A	(†)	VISITS
IMP26	02	625	A	(†)	REFERENC
IMP27	02	627	A	(†)	TOTCIR
IMP28	02	629	A	(†)	LOANTO
IMP29	02	631	A	(†)	LOANFM
IMP30	02	633	A	(†)	KIDCIRCL
IMP31	02	635	A	(†)	KIDATTEN
IMP32	02	637	A	(†)	POPU_UND
IMP33	02	639	A	(†)	ELMATEXP
IMP34	02	641	A	(†)	ELACCEXP
IMP35	02	643	A	(†)	ELMATS
IMP36	02	645	A	(†)	ELSVACC
IMP37	02	647	A	(†)	INETACC
IMP38	02	649	A	(†)	INETUSE
IMP39	02	651	A	(†)	STFTERMS
IMP40	02	653	A	(†)	GPTERMS
IMP41	02	655	A	(†)	ERES_USR

N Numeric field. Only the digits 0-9 are allowed.

A Alpha character field, which may include digits 0-9.

† Not applicable.

NOTE: The survey items are displayed on the Administrative Entity data entry screens in appendix E. The survey definitions are in appendix F.

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 2000  
(PUSUM00.MDB and PUSUM00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	1	A	(†)	<b>IDENTIFICATION</b> Two-character Post Office State Code. See appendix D for list of State Codes.
POPU_LSA	11	3	N	08	<b>POPULATION</b> Population of the legal service area
POPU_UND	10	14	N	5A	Total unduplicated population of legal service areas. (Note: This is a single, state-reported figure. This item is on the State Characteristics data entry screen. Prior to FY 98, this variable was called PERIOD_POP.)
POPU_ST	10	24	N	05	Official state total population estimate (Note: This item is on the State Characteristics data entry screen. Prior to FY 98, this variable was called PERIOD_EST.)
CENTLIB	05	34	N	09	<b>SERVICE OUTLETS</b> Number of central libraries
BRANLIB	05	39	N	10	Number of branch libraries
BKMOB	05	44	N	11	Number of bookmobiles
MASTER	11	49	N	13	<b>FULL-TIME EQUIVALENT (FTE) PAID STAFF</b> ALA-MLS Librarians. Number of FTE paid librarians with master's degrees from programs of library and information studies accredited by the American Library Association. This field consists of eight integers and two decimals, with an explicit decimal point.
LIBRARIA	11	60	N	14	Total number of FTE employees holding the title of librarian. This field consists of eight integers and two decimals, with an explicit decimal point. (Note: Prior to FY 98, this variable was called LIBRARIAN.)
OTHPAID	12	71	N	15	All other paid FTE employees. This field consists of nine integers and two decimals with an explicit decimal point.
TOTSTAFF	12	83	N	16	Total paid FTE employees. This field consists of nine integers and two decimals with an explicit decimal point. (Note: Prior to FY 98, this variable was called TOTPEMP.)
LOGVGT	11	95	N	17	<b>OPERATING INCOME</b> Operating income from local government
STGVT	11	106	N	18	Operating income from state government
FEDGVT	11	117	N	19	Operating income from federal government
OTHINCM	11	128	N	20	Other operating income (i.e., income not included in LOGVGT, STGVT, and FEDGVT)
TOTINCM	12	139	N	21	Total income (includes LOGVGT, STGVT, FEDGVT, and OTHINCM)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 2000  
(PUSUM00.MDB and PUSUM00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					<b>OPERATING EXPENDITURES</b>
SALARIES	11	151	N	22	Salaries and wages for all library staff
BENEFIT	11	162	N	23	Employee benefits for all library staff
STAFFEXP	11	173	N	24	Total staff expenditures (includes SALARIES and BENEFIT). (Note: Prior to FY 98, this variable was called TOTEXP.)
TOTEXPCO	11	184	N	25	Total expenditures on library collection. (Note: Prior to FY 98, this variable was called TOTEXPCOL.)
OTHOPEXP	11	195	N	26	Other operating expenditures (i.e., expenditures not included in STAFFEXP and TOTEXPCO)
TOTOPEXP	12	206	N	27	Total operating expenditures (includes STAFFEXP, TOTEXPCO, and OTHOPEXP). (Note: Prior to FY 98, this variable was called TOTOPEXP1.)
					<b>CAPITAL OUTLAY EXPENDITURES</b>
CAPITAL	11	218	N	28	Expenditures for capital outlay
					<b>LIBRARY COLLECTION</b>
BKVOL	11	229	N	29	Number of books and serial volumes
AUDIO	11	240	N	30	Number of audio materials
VIDEO	11	251	N	32	Number of video materials
SUBSCRIP	11	262	N	33	Number of current serial subscriptions. (Note: Prior to FY 98, this variable was called SUBSCRIPT.)
					<b>PUBLIC SERVICE HOURS</b>
HRS_OPEN	10	273	N	35	Total annual public service hours for all service outlets. (Note: Prior to FY 98, this variable was called DUPLI.)
					<b>LIBRARY SERVICES</b>
VISITS	11	283	N	36	Total annual library visits. (Note: Prior to FY 98, this variable was called ATTEND.)
REFERENC	11	294	N	38	Total annual reference transactions. (Note: Prior to FY 98, this variable was called REFERENCE.)
					<b>CIRCULATION</b>
TOTCIR	11	305	N	39	Total annual circulation transactions
					<b>INTER-LIBRARY LOANS</b>
LOANTO	08	316	N	40	Total annual loans provided to other libraries
LOANFM	08	324	N	41	Total annual loans received from other libraries
					<b>CHILDREN'S SERVICES</b>
KIDCIRCL	09	332	N	42	Total annual circulation (including renewals) of all children's materials in all formats to all users

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 2000  
(PUSUM00.MDB and PUSUM00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
KIDATTEN	09	341	N	43	Total annual attendance at all programs intended primarily for children. Includes adults who attend programs intended primarily for children. (Note: Prior to FY 98, this variable was called KIDATTEND.)
ELMATEXP	11	350	N	44	<b>ELECTRONIC TECHNOLOGY</b> Operating expenditures for library materials in electronic format
ELACCEXP	11	361	N	45	Operating expenditures for electronic access
ELMATS	11	372	N	46	Number of library materials in electronic format
STFTERMS	06	383	N	50	Internet terminals used by staff only
GPTERMS	06	389	N	51	Internet terminals used by general public
ERES_USR	09	395	N	52	Users of electronic resources per typical week
STARTDAT	07	404	A	03	<b>OTHER</b> Reporting period starting date, in month/year format (e.g., 07/1999). (Note: This item is on the State Characteristics data entry screen. Prior to FY 98, this variable was called PERIOD_PSM.)
ENDDATE	07	411	A	04	Reporting period ending date, in month/year format (e.g., 06/2000). (Note: This item is on the State Characteristics data entry screen. Prior to FY 98, this variable was called PERIOD_PEM.)
PUB_FIPS	02	418	A	(†)	Two-digit FIPS State Code. See appendix D for list of State Codes.
YR_SUB	04	420	A	(†)	FSCS submission year of public library data in 4-digit format (YYYY). (Note: Prior to FY 98, this variable was called YR.)
OBereg	02	424	A	(†)	Bureau of Economic Analysis Code (formerly, Office of Business Economics) 00—U.S. Service Schools 01—New England (CT ME MA NH RI VT) 02—Mid East (DE DC MD NJ NY PA) 03—Great Lakes (IL IN MI OH WI) 04—Plains (IA KS MN MO NE ND SD) 05—Southeast (AL AR FL GA KY LA MS NC SC TN VA WV) 06—Southwest (AZ NM OK TX) 07—Rocky Mountains (CO ID MT UT WY) 08—Far West (AK CA HI NV OR WA) 09—Outlying Areas (AS FM GU MH MP PR PW VI)

**Appendix B—Record Layout for State Summary/State Characteristics Data File, FY 2000**  
**(PUSUM00.MDB and PUSUM00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
					<b>Item imputation flags</b> 0—If all detail comprising total is reported data 1—If some detail comprising total is imputed data 2—If all detail comprising total is imputed data 99—If total is suppressed (public-use file only)
IMP0	02	426	A	(†)	POPU_LSA
IMP1	02	428	A	(†)	CENTLIB
IMP2	02	430	A	(†)	BRANLIB
IMP3	02	432	A	(†)	BKMOB
IMP4	02	434	A	(†)	MASTER
IMP5	02	436	A	(†)	LIBRARIA
IMP6	02	438	A	(†)	OTHPAID
IMP7	02	440	A	(†)	TOTSTAFF
IMP8	02	442	A	(†)	LOGGVT
IMP9	02	444	A	(†)	STGVT
IMP10	02	446	A	(†)	FEDGVT
IMP11	02	448	A	(†)	OTHINCM
IMP12	02	450	A	(†)	TOTINCM
IMP13	02	452	A	(†)	SALARIES
IMP14	02	454	A	(†)	BENEFIT
IMP15	02	456	A	(†)	STAFFEXP
IMP16	02	458	A	(†)	TOTEXPCO
IMP17	02	460	A	(†)	OTHOPEXP
IMP18	02	462	A	(†)	TOTOPEXP
IMP19	02	464	A	(†)	CAPITAL
IMP20	02	466	A	(†)	BKVOL
IMP21	02	468	A	(†)	AUDIO
IMP22	02	470	A	(†)	VIDEO
IMP23	02	472	A	(†)	SUBSCRIP
IMP24	02	474	A	(†)	HRS_OPEN
IMP25	02	476	A	(†)	VISITS
IMP26	02	478	A	(†)	REFERENC
IMP27	02	480	A	(†)	TOTCIR
IMP28	02	482	A	(†)	LOANTO
IMP29	02	484	A	(†)	LOANFM
IMP30	02	486	A	(†)	KIDCIRCL
IMP31	02	488	A	(†)	KIDATTEN
IMP32	02	490	A	(†)	POPU_UND
IMP33	02	492	A	(†)	ELMATEXP
IMP34	02	494	A	(†)	ELACCEXP
IMP35	02	496	A	(†)	ELMATS
IMP39	02	498	A	(†)	STFTERMS
IMP40	02	500	A	(†)	GPTERMS
IMP41	02	502	A	(†)	ERES_USR

N Numeric field. Only the digits 0-9 are allowed.

A Alpha character field, which may include digits 0-9.

† Not applicable.

NOTE: The survey items are displayed on the State Characteristics or Administrative Entity data entry screens in appendix E. The survey definitions are in appendix F.

**Appendix C—Record Layout for Public Library Outlet Data File, FY 2000  
(PUOUT00.MDB and PUOUT00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
STABR	02	1	A	(†)	Two-character Post Office State Code for the outlet. See appendix D for list of Post Office State Codes.
FSCSKEY	06	3	A	1A	Outlet identification code assigned by NCES. Outlets of an administrative entity have the same FSCSKEY as their administrative entity. The outlet is separately identified by a unique 3-digit suffix called FSCS_SEQ. (Note: Prior to FY 98, FSCSKEY was called K_DECTOP.)
FSCS_SEQ	03	9	A	(†)	Outlet's unique three-digit suffix to FSCSKEY, assigned by NCES. (Note: Prior to FY 98, FSCS_SEQ was called K_SEQ.)
LIBID	20	12	A	01	Outlet identification code assigned by the state. If the state did not assign a code, NCES assigns a combination of FSCSKEY and FSCS_SEQ, separated by a "-". (Note: Prior to FY 98, LIBID was called LIB_CODE.)
LIBNAME	45	32	A	02	Name of outlet. (Note: Prior to FY 98, LIBNAME was called LIB_NAME.)
ADDRESS	35	77	A	03	Complete street address of outlet. (Note: Prior to FY 98, ADDRESS was called LIB_ADDR.)
CITY	17	112	A	04	City or town of outlet. (Note: Prior to FY 98, CITY was called LIB_CITY.)
CNTY	17	129	A	05	County of outlet. (Note: Prior to FY 98, CNTY was called LIB_CNTY.)
ZIP	05	146	A	06	Standard five-digit postal zip code for street address of outlet. (Note: Prior to FY 98, ZIP was called LIB_ZIP.)
ZIP4	04	151	A	07	Four-digit postal zip code extension for street address of outlet. (Note: Prior to FY 98, ZIP4 was called LIB_ZIP4.)
PHONE	10	155	A	08	Telephone number of the outlet, in following format: area code/exchange/number (for example, 7037315072). (Note: Prior to FY 98, PHONE was called LIB_PHONE.)
C_OUT_TY	02	165	A	09	Outlet Type CE—Central Library BR—Branch Library BS—Bookmobile(s) BM—Books-by-Mail Only (Note: Prior to FY 98, C_OUT_TY was called C_OUT_TYP.)
C_MSA	02	167	A	10	Metropolitan Status Code CC—Within the city limits of the central city of a Metropolitan Area NC—Metropolitan Area, but not within central city limits NO—Not in a Metropolitan Area M—Missing (unknown, not reported)

**Appendix C—Record Layout for Public Library Outlet Data File, FY 2000**  
**(PUOUT00.MDB and PUOUT00.TXT)**

Variable name	Field length	Start position	Data type	Survey item	Description
L_NUM_BM	02	169	N	12	Number of bookmobiles in the bookmobile outlet record (record with C_OUT_TY = BS). (Note: Prior to FY 98, L_NUM_BM was called LIB_NUM_BM.)
WEB_ADDR	50	171	A	13	Web address of the outlet
PUB_FIPS	02	221	A	(†)	Two-digit FIPS State Code. See appendix D for list of FIPS State Codes.
CNTYFIPS	03	223	A	(†)	Three-digit FIPS County Code
YR_SUB	04	226	A	(†)	FSCS submission year of public library data in 4-digit format (YYYY). (Note: Prior to FY 98, YR_SUB was called YR.)

N Numeric field. Only the digits 0-9 are allowed.

A Alpha character field, which may include digits 0-9.

† Not applicable.

NOTE: The survey items are displayed on the Outlet data entry screen in appendix E. The survey definitions are in appendix F.

## Appendix D—State Codes

<b>Post Office State Code</b>	<b>State</b>	<b>FIPS State Code</b>
AL	Alabama	01
AK	Alaska	02
AZ	Arizona	04
AR	Arkansas	05
CA	California	06
CO	Colorado	08
CT	Connecticut	09
DE	Delaware	10
DC	District of Columbia	11
FL	Florida	12
GA	Georgia	13
HI	Hawaii	15
ID	Idaho	16
IL	Illinois	17
IN	Indiana	18
IA	Iowa	19
KS	Kansas	20
KY	Kentucky	21
LA	Louisiana	22
ME	Maine	23
MD	Maryland	24
MA	Massachusetts	25
MI	Michigan	26
MN	Minnesota	27
MS	Mississippi	28
MO	Missouri	29
MT	Montana	30
NE	Nebraska	31
NV	Nevada	32
NH	New Hampshire	33
NJ	New Jersey	34
NM	New Mexico	35
NY	New York	36
NC	North Carolina	37
ND	North Dakota	38
OH	Ohio	39
OK	Oklahoma	40
OR	Oregon	41
PA	Pennsylvania	42
RI	Rhode Island	44
SC	South Carolina	45
SD	South Dakota	46
TN	Tennessee	47
TX	Texas	48
UT	Utah	49
VT	Vermont	50
VA	Virginia	51
WA	Washington	53
WV	West Virginia	54
WI	Wisconsin	55
WY	Wyoming	56
<b>Post Office State Code</b>	<b>Outlying Areas</b>	<b>FIPS State Code</b>
GU	Guam	66
MP	Northern Mariana Islands	69
PW	Palau	70
PR	Puerto Rico	72
VI	Virgin Islands	78

## Appendix E—Survey Data Entry Screens

### State Characteristics Data Entry Screen

*WinPLUS 2.2 - State Characteristics Wyoming FY-2000*

01 Wyoming State Characteristics  
02 FSCS Submission Year 2001

03 Reporting Period Starting Date (MM/YYYY):	<input type="text" value="2"/>
04 Reporting Period Ending Date (MM/YYYY):	<input type="text" value="-2"/>
05 Official State Total Population Estimate:	<input type="text" value="-2"/>
5A Total Unduplicated Population of Legal Service Areas:	<input type="text" value="-2"/>

## Appendix E—Survey Data Entry Screens

### Administrative Entity Data Entry Screen (p. 1)

WinPLUS - View/Update Administrative Entity Wyoming FY-2000
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File Edit View Help

01 LIB ID:  Admin. Entity:

1A FSCS ID:  City:

Page 1

Identification

02 Name:

Street Address	Mailing Address
03 Address: <input type="text" value="PO BOX 231"/>	3M Address: <input type="text" value="PO BOX 231"/>
04 City: <input type="text" value="BASIN"/>	4M City: <input type="text" value="BASIN"/>
05 Zip: <input type="text" value="82410"/> 06 Zip4: <input type="text" value="0231"/>	5M Zip: <input type="text" value="82410"/> 6M Zip4: <input type="text" value="0231"/>
4A County: <input type="text" value="BIG HORN COUNTY"/>	07 Phone: <input type="text" value="(307)568-2388"/>

7A Interlib. Rel.:  7B Legal Basis:  7C Admin. Struc.:  7D FSCS PL:  7E Geo.:

Population	FTE Staff
08 Population of the Legal Service Area: <input type="text" value="2"/>	13 ALA-MLS: <input type="text" value="-2.00"/>
Service Outlets	14 Total Librarians: <input type="text" value="-2.00"/>
09 Number of Centrals: <input type="text" value="-2"/>	15 All Other Paid Staff: <input type="text" value="-2.00"/>
10 Number of Branches: <input type="text" value="-2"/>	16 Total Paid Employees: <input type="text" value="-2.00"/>
11 Number of Bookmobiles: <input type="text" value="-2"/>	

Navigate Records

## Appendix E—Survey Data Entry Screens

### Administrative Entity Data Entry Screen (p. 2)

WinPLUS - View/Update Administrative Entity
Wyoming FY-2000

File Edit View Help

01 LIB ID:  Admin. Entity:  Page 2

1A FSCS ID:  City:

Operating Income	Capital Outlay	
17 Local Government: <input type="text" value="-2"/>	28 Capital Outlay: <input type="text" value="-2"/>	
18 State Government: <input type="text" value="-2"/>	Library Collection	
19 Federal Government: <input type="text" value="-2"/>	29 Book/Serial Volumes: <input type="text" value="-2"/>	
20 Other Income: <input type="text" value="-2"/>	30 Audio: <input type="text" value="-2"/>	
21 Total Income: <input type="text" value="-2"/>	32 Video: <input type="text" value="-2"/>	
Operating Expenditures		
22 Salaries & Wages Exp.: <input type="text" value="-2"/>	33 Subscriptions: <input type="text" value="-2"/>	
23 Employee Benefits: <input type="text" value="-2"/>	Public Service Hours Per Year	
24 Total Staff Exp.: <input type="text" value="-2"/>	35 Public Service Hrs/Yr: <input type="text" value="-2"/>	
25 Collection Exp.: <input type="text" value="-2"/>	Services Per Typical Year	
26 Other Operating Exp.: <input type="text" value="-2"/>	36 Library Visits: <input type="text" value="-2"/>	
27 Total Operating Exp.: <input type="text" value="-2"/>	38 Reference Transactions: <input type="text" value="-2"/>	

Save Work	Cancel Changes	Previous Page	Next Page	<input type="button" value="⏪"/> <input type="button" value="⏩"/>	View Outlets	Sort By	Structure Changes	Exit
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Navigate Records

## Appendix E—Survey Data Entry Screens

### Administrative Entity Data Entry Screen (p. 3)

WinPLUS - View/Update Administrative Entity Wyoming FY-2000
\_ □ ×

File Edit View Help

01 LIB ID:  Admin. Entity:

1A FSCS ID:  City:

Page 3

<p style="text-align: center; margin: 0;">Circulation</p> <p>39 Total Circulation: <input type="text" value="-2"/></p> <p style="text-align: center; margin: 0;">Inter-Library Loans</p> <p>40 Provided To: <input type="text" value="-2"/></p> <p>41 Received From: <input type="text" value="-2"/></p> <p style="text-align: center; margin: 0;">Children's</p> <p>42 Children's Circulation: <input type="text" value="-2"/></p> <p>43 Children's Program Attendance: <input type="text" value="-2"/></p>	<p style="text-align: center; margin: 0;">Electronic Technology</p> <p style="text-align: center; margin: 0;">Operating Expenditures</p> <p>44 Materials in Electronic Format Exp: (also include in #25 or #26) <input type="text" value="-2"/></p> <p>45 Electronic Access Exp: (also include in #25 or #26) <input type="text" value="-2"/></p> <p style="text-align: center; margin: 0;">Library Collection</p> <p>46 Materials in Electronic Format: <input type="text" value="-2"/></p> <p style="text-align: center; margin: 0;">Access and Use</p> <p>47 Electronic Services Access: <input type="text" value="Y"/></p> <p>48 Internet Access: <input type="text" value="Y"/></p> <p>49 Internet Use Code: <input type="text" value="PE"/></p> <p>Internet Terminals:</p> <p>50 Used by Staff Only: <input type="text" value="-2"/></p> <p>51 Used by General Public: <input type="text" value="-2"/></p> <p>52 Users of Electronic Resources per Typical Week: <input type="text" value="-2"/></p>
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Save Work	Cancel Changes	Previous Page	Next Page	<input type="button" value="⏪"/> <input type="button" value="⏩"/>	View Outlets	Sort By	Structure Changes	Exit
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Navigate Records

## Appendix E—Survey Data Entry Screens

### Outlet Data Entry Screen

**WinPLUS - View/Update Outlet** Wyoming FY-2000

File Edit View Help

01 LIB ID: 3 Admin. Entity: CAMPBELL PUBLIC LIBRARY

1A FSCS ID: WY0002 City: GILLETTE

Outlets

LIB ID: 003 Select Affiliated Outlet: CAMPBELL COUNTY PUBLIC LIBRARY

01 LIB ID: 003 1A FSCS ID: WY0002 005

02 Name: CAMPBELL COUNTY PUBLIC LIBRARY

03 Address: 2101 4-J ROAD

04 City: GILLETTE 05 County: CAMPBELL COUNTY

06 Zip: 82718 07 Zip4: 5205 08 Phone: (307)687-0009

09 Outlet Type Code: CE 10 Metropolitan Status Code: NO

12 Number of Bookmobiles: 0

13 Web Address: http:// ccg.co.campbell.wy.us/library.ccpl.html

Save Work Cancel Changes Previous Page Next Page Navigate Records Hide Outlet Sort Outlets Structure Changes Exit

## Appendix F—Survey Definitions

### State Characteristics Data Element Definitions

Note: The items below are answered by the state library agency.

#	Data Element Name	Data Element Definitions
01	State (Automatic Display)	Definition: This is the standard two-letter state abbreviation automatically assigned by WinPLUS.
02	FSCS Submission Year (Automatic Display)	Definition: This is the year in which these FSCS data are submitted to NCES and is automatically assigned by WinPLUS.
03	Reporting Period Starting Date	<p>Definition: This is the earliest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the earliest starting date.</p>
04	Reporting Period Ending Date	<p>Definition: This is the latest date (month and year) for a 12-month period that applies to the state's data being submitted to NCES.</p> <p>Note: Reporting period means data for the fiscal year that ended in the previous calendar year. If data are collected for different local reporting periods, provide the latest ending date.</p>
05	Official State Total Population Estimate	Definition: This is the most recent official total population figure for your state that matches the local population figures that you are submitting to NCES. The State Data Coordinator should obtain this figure annually from the State Data Center or other official state sources.
5A	Total Unduplicated Population of Legal Service Areas	<p>Definition: This is the total unduplicated population of those areas in your state that receive library services. The population of unserved areas is not included in this figure.</p> <p>Note: A state's actual total population of legal service areas may be different from the total population of legal service areas as calculated by WinPLUS. This happens in states where there are overlaps in population of legal service areas served by individual libraries, resulting in the same population being counted twice in the WinPLUS calculation. For states that have no overlapping jurisdictions, this number will be identical to your state's total population of legal service areas as calculated by WinPLUS. For states that do have overlaps in population of legal service areas served by individual libraries, this number must be calculated separately.</p> <p>Use your state's most recent official state population figures for jurisdictions in your state as the basis for calculating the total unduplicated population of legal service areas.</p>

## Appendix F—Survey Definitions

### Administrative Entity Data Element Definitions

**Administrative Entity (not a WinPLUS Data Element).** This is the agency that is legally established under local or state law to provide public library service to the population of a local jurisdiction. The Administrative Entity may have a single outlet, or it may have more than one outlet.

Note: Do not report Administrative Entities Only, for purposes of this survey.

#	Data Element Name	Data Element Definitions
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the administrative entity.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES to the administrative entity.
02	Name	Definition: This is the legal name of the administrative entity.  Note: Provide the name of the public library.
03	Street Address	Definition: This is the complete street address of the administrative entity.  Note: Do not report a post office box or general delivery.
3M	Mailing Address	Definition: This is the mailing address of the administrative entity.
04	City (of street address)	Definition: This is the city or town in which the administrative entity is located.
4A	County of the Entity	Definition: This is the county in which the administrative entity is located.
4M	City (of mailing address)	Definition: This is the city or town of the mailing address for the administrative entity.
05	Zip (of street address)	Definition: This is the standard five-digit postal zip code for the street address of the administrative entity.
5M	Zip (of mailing address)	Definition: This is the standard five-digit postal zip code for the mailing address of the administrative entity.
06	Zip4 (of street address)	Definition: This is the four-digit postal zip code extension for the street address of the administrative entity.
6M	Zip4 (of mailing address)	Definition: This is the four-digit postal zip code extension for the mailing address of the administrative entity.
07	Phone	Definition: This is the telephone number of the administrative entity, including area code.  Note: Report telephone number without spacing or punctuation.
7A	Interlibrary Relationship Code	Select one of the following:  HQ – Headquarters of a System, Federation, or Cooperative Service. (Include any system, federation, or cooperative service member acting in this role.)

## Appendix F—Survey Definitions

ME – Member of a System, Federation, or Cooperative Service, but not the headquarters.

NO – Not a Member of a System, Federation, or Co-operative Service.

HQ – Headquarters of a System, Federation, or Cooperative Service

Definition – HQ: The library or entity that provides the physical space and staff who manage, coordinate, or administer the programs of the system, federation, or cooperative service. Note: Agencies that serve other libraries rather than the public should not be reported to FSCS.

ME – Member of a System, Federation, or Cooperative Service

Definition – ME: An autonomous library joined by formal or informal agreement(s) with other autonomous libraries in the same state to perform various services cooperatively, such as resource sharing, communications, etc. This does include libraries that are part of national, multi-state or statewide library systems, federations, or cooperative services. (Do not respond 'Yes' if you belong to OCLC). This does not include multiple-outlet administrative entities (e.g., libraries with branches that have the word "system" in their legal name) if the entity does not have an agreement with another autonomous library.

### 7B Legal Basis Code

Definition: The legal basis is the type of local government structure within which the entity functions. It reflects the state or local law which authorizes the library.

Select one of the following:

- CI – Municipal Government (city, town or village)
- CO – County/Parish
- CC – City/County
- MJ – Multi-jurisdictional
- NL – Native American Tribal Government
- NP – Non-profit Association or Agency
- SC – School District
- SD – Special Library District (authority, board, commission)
- OT – Other

CI – Municipal Government (city, town or village)

Definition – CI: A municipal government is an organized local government authorized in a state's constitution and statutes and established to provide general government for a specific concentration of population in a defined area.

## Appendix F—Survey Definitions

CO – County/Parish

Definition – CO: An organized local government authorized in a state's constitution and statutes and established to provide general government.

CC – City/County

Definition – CC: A multi-jurisdictional entity that is operated jointly by a county and a city.

MJ – Multi-jurisdictional

Definition – MJ: An entity operated jointly by two or more units of local government under an intergovernmental agreement which creates a jointly appointed board or similar means of joint governance; to be distinguished from a library which contracts to serve other jurisdictions and from special library districts.

Note: Please put city/county combinations under 'CC', rather than under Multi-jurisdictional.

NL – Native American Tribal Government

Definition – NL: An organized local government authorized and established to provide general government to residents of a Native American reservation.

Note: Include native Alaskan villages in this category.

NP – Non-profit Association or Agency

Definition – NP: An entity privately controlled but meeting the statutory definition of a public library in a given state; includes association libraries.

SC – School District

Definition – SC: An organized local entity providing public elementary, secondary, and/or higher education which, under state law, has sufficient administrative and fiscal autonomy to qualify as a separate government. Excludes "dependent public school systems" of county, municipal, township, or state governments.

SD – Special Library District (authority, board, commission)

Definition – SD: This is a district, authority, board or commission authorized by state law to provide library services.

OT – Other

## Appendix F—Survey Definitions

### 7C Administrative Structure Code

Definition: This code identifies an autonomous library entity that has its own governance and funding.

Select one of the following:

MA – Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

MO – Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

SO – Administrative Entity with a Single Direct Service Outlet

MA – Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Separate

Definition – MA: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of central library(ies), branch(es), bookmobile(s), and/or books-by-mail only. The administrative offices are separate from the direct service outlets and do not provide direct library services.

MO – Administrative Entity with Multiple Direct Service Outlets where Administrative Offices are Not Separate

Definition – MO: An Administrative Entity that serves the public directly with two or more service outlets, including some combination of a central library(ies), branch(es), bookmobile(s), and/or books-by-mail only.

SO – Administrative Entity with a Single Direct Service Outlet

Definition – SO: An Administrative Entity that serves the public directly with one central library, books-by-mail only, or one bookmobile.

### 7D FSCS Public Library Definition

Answer <Y>es or <N>o to the following question: Does this public library meet all the criteria of the FSCS public library definition?

A public library is an entity that is established under state enabling laws or regulations to serve a community, district, or region, and that provides at least the following:

1. an organized collection of printed or other library materials, or a combination thereof;
2. paid staff;
3. an established schedule in which services of the staff are available to the public;
4. the facilities necessary to support such a collection, staff, and schedule; and
5. is supported in whole or in part with public funds.

Note: If the library meets all of the requirements of this definition, respond with a yes. If the library does not meet one or more of the requirements, respond with a no.

## Appendix F—Survey Definitions

- 7E Geographic Code
- Definition: Choose from among the following types of readily available Census geography, one code that either exactly or most nearly describes the geographic area for which the public library has been established to offer services and from which (or on behalf of which) the library derives income and any areas served under contract for which the library is the primary service provider.
- Note: The Population of Legal Service Area (Data Element 08) should be reflected in the geographic code selected.
- C11 – City (exactly)  
C12 – City (most nearly)  
CO1 – County (exactly)  
CO2 – County (most nearly)  
MA1 – Metropolitan Area (exactly)  
MA2 – Metropolitan Area (most nearly)  
MC1 – Multi-County (exactly)  
MC2 – Multi-County (most nearly)  
SD1 – School District (exactly)  
SD2 – School District (most nearly)  
OTH – Other
- 08 Population of the Legal Service Area
- Definition: The number of people in the geographic area for which a public library has been established to offer services and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider.
- Note: The determination of this population figure shall be the responsibility of the state library agency. This population figure should be based on the most recent official state population figures for jurisdictions in your state available from the State Data Center. The State Data Coordinator should obtain these figures annually from the State Data Center or other official state sources.
- 09 Number of Central Libraries
- Definition: This is one type of single outlet library (SO) or the library which is the operational center of a multiple- outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.
- Note: Each Administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. In the administrative entity file, this simply means reporting “0” or “1” for central library. Where two or more libraries are considered “centrals” for state or local purposes, one central library and one or more branch libraries should be reported to FSCS. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.
- 10 Number of Branch Libraries
- Definition: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following:
1. separate quarters;
  2. an organized collection of library materials;
  3. paid staff; and
  4. regularly scheduled hours for being open to the public.

## Appendix F—Survey Definitions

- 11 Number of Bookmobiles Definition: A bookmobile is a traveling branch library. It consists of at least all of the following:
1. a truck or van that carries an organized collection of library materials;
  2. paid staff; and
  3. regularly scheduled hours (bookmobile stops) for being open to the public.
- Note: Count the number of vehicles in use, not the number of stops the vehicle makes.
- 12 Number of Books-by-Mail Only The automatic display of this Outlet record item was discontinued.

### PAID STAFF (FULL-TIME EQUIVALENT)

Report figures as of the last day of the fiscal year. Include all positions funded in the library's budget whether those positions are filled or not. To ensure comparable data, 40 hours per week has been set as the measure of full-time employment (FTE).

- 13 ALA-MLS Definition: Librarians with master's degrees from programs of library and information studies accredited by the American Library Association.
- 14 Total Librarians Definition: Persons with the title of librarian who do paid work that usually requires professional training and skill in the theoretical or scientific aspects of library work, or both, as distinct from its mechanical or clerical aspect. This data element also includes ALA-MLS (Data Element #13).
- 15 All Other Paid Staff Definition: This includes all other FTE employees paid from the reporting unit budget, including plant operations, security, and maintenance staff.
- 16 Total Paid Employees Definition: This is the sum of total librarians (Data Element #14) and all other paid staff (Data Element #15).

### OPERATING INCOME

Report income used for operating expenditures as defined below. Include federal, state, or other grants. DO NOT include income for major capital expenditures, contributions to endowments, income passed through to another agency (e.g., fines), or funds unspent in the previous fiscal year. (Funds transferred from one public library to another public library should be reported by only one of the public libraries. The State Data Coordinator shall determine which library will report these funds.)

- 17 Local Government Income Definition: This includes all tax and non-tax receipts designated by the community, district, or region and available for expenditure by the public library. Do not include the value of any contributed or in-kind services or the value of any gifts and donations, fines, or fees.
- 18 State Government Income Definition: These are all funds distributed to public libraries by State government for expenditure by the public libraries, except for federal money distributed by the State. This includes funds from such sources as penal fines, license fees, and mineral rights.
- 19 Federal Government Income Definition: This includes all federal government funds distributed to public libraries for expenditure by the public libraries, including federal money distributed by the State.

## Appendix F—Survey Definitions

- 20 Other Income Definition: This is all income other than that reported by Local, State, and Federal (Data Elements #17, #18, and #19). Include, for example, monetary gifts and donations received in the current year, interest, library fines, and fees for library services. Do not include the value of any contributed or in-kind services or the value of any nonmonetary gifts and donations.
- 21 Total Income Definition: This includes income from the Local government, the State government, the Federal government, and all other income (The sum of Data Elements #17 through #20).

### OPERATING EXPENDITURES

Operating expenditures are the current and recurrent costs necessary to support the provision of library services. Significant costs, especially benefits and salaries, that are paid by other taxing agencies (government agencies with the authority to levy taxes) "on behalf of" the library may be included if the information is available to the reporting agency. Only such funds that are supported by expenditure documents (such as invoices, contracts, payroll records, etc.) at the point of disbursement should be included. Estimated costs are not reported.

- 22 Salaries & Wages Expenditures Definition: This includes salaries and wages for all library staff (including plant operations, security, and maintenance staff) for the fiscal year. Include salaries and wages before deductions but exclude employee benefits.
- 23 Employee Benefits Expenditures Definition: These are the benefits outside of salaries and wages paid and accruing to employees (including plant operations, security, and maintenance staff), regardless of whether the benefits or equivalent cash options are available to all employees. Include amounts for direct paid employee benefits including Social Security, retirement, medical insurance, life insurance, guaranteed disability income protection, unemployment compensation, workmen's compensation, tuition, and housing benefits.
- 24 Total Staff Expenditures Definition: This includes salaries and wages (Data Element #22), and employee benefits (Data Element #23).
- 25 Collection Expenditures Definition: This includes all expenditures for materials purchased or leased for use by the public. It includes print materials, microforms, machine-readable materials, audio-visual materials, etc..
- 26 Other Operating Expenditures Definition: This includes all expenditures other than those for staff (Data Element #24) and collection (Data Element #25).
- Note: Include expenses such as binding, supplies, repair or replacement of existing furnishings and equipment, and costs incurred in the operation and maintenance of physical facilities.
- 27 Total Operating Expenditures Definition: This includes total expenditures on staff, total expenditures on collection, and other operating expenditures (Data Elements #24, #25, and #26).
- Note: Includes Operating Expenditures for Electronic Access (Data Element #45) and Operating Expenditures for Library Materials in Electronic Format (Data Element #44).
- 28 Capital Outlay Definition: These are funds for the acquisition of or additions to fixed assets such as building sites, new buildings and building additions, new equipment, initial book stock, furnishings for new or expanded buildings, and new vehicles. This excludes replacement and repair of existing furnishings and equipment, regular purchase of library materials, and investments for capital appreciation.

## Appendix F—Survey Definitions

Note: Local accounting practices shall determine whether a specific item is a capital expense or an operating expense regardless of the examples in the definition.

### LIBRARY COLLECTION

Note: Report physical units for items 29–33 and 46. For smaller libraries when volume data are not available, title information may be substituted. Items which are packaged together as a unit (e.g., two compact discs or two video cassettes) and are generally checked out as a unit, should be counted as one physical unit.

- 29 Book/Serial Volumes      Definition: Books are non-periodical printed publications bound in hard or soft covers, or in loose-leaf format. Serials are publications issued in successive parts, usually at regular intervals, and as a rule intended to be continued indefinitely. Serials include periodicals (magazines), newspapers, annuals (reports, yearbooks, etc.), memoirs, proceedings, and transactions of societies. Except for the current volume, count unbound serials as a volume when the library has at least half of the issues in a publisher's volume.
- 30 Audio      Definition: These are materials on which sounds (only) are stored (recorded) and that can be reproduced (played back) mechanically or electronically, or both. Included are records, audiocassettes, audio cartridges, audiodiscs, audio-reels, talking books, and other sound recordings.
- 31 Film      No longer collected.
- 32 Video      Definition: These are materials on which pictures are recorded, with or without sound. Electronic playback reproduces pictures, with or without sound, using a television receiver or monitor.
- 33 Subscriptions      Definition: This refers to the arrangements by which, in return for a sum paid in advance, periodicals, newspapers, or other serials are provided for a specified number of issues. These are print and microfilm subscriptions only; not electronic or digital subscriptions.
- Note: Count print subscriptions purchased from the library's budget and those donated to the library as gifts. Count titles, including duplicates, not individual issues. Include the total number of subscriptions for all outlets.

### SERVICES

- 34 Unduplicated Hours      No longer collected.
- 35 Public Service Hours per Year      Definition: This is the sum of annual public service hours for outlets.
- Note: Include the hours open for public service for centrals (data element #9), branches (data element #10), bookmobiles (data element #11), and books-by-mail only. For each bookmobile, count only the hours during which the bookmobile is open to the public. For Administrative Entities that offer ONLY books-by-mail service, count the hours that the outlet is staffed for service. Minor variations in scheduled public service hours need not be included, however, extensive hours closed to the public due to natural disasters or other events should be excluded even if the staff is scheduled to work.
- 36 Library Visits      Definition: This is the total number of persons entering the library for whatever purpose during the year.

## Appendix F—Survey Definitions

Note: If an actual count of visits is unavailable, determine an annual estimate by counting visits during a typical week in October and multiplying the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, or days when unusual events are taking place in the community or the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

37 In-Library Use

No longer collected.

38 Reference Transactions

Definition: A reference transaction is an information contact which involves the knowledge, use, recommendations, interpretation, or instruction in the use of one or more information sources by a member of the library staff. It includes information and referral services. Information sources include printed and non-printed materials, machine-readable databases, catalogs and other holdings records, and, through communication or referral, other libraries and institutions and people inside and outside the library. The request may come in person, or by phone, fax, mail, or electronic mail from an adult, a young adult, or a child.

Do not count directional transactions or questions of rules or policies. Examples of directional transactions are “Where are the children’s books?” and “I’m looking for a book with the call number 811.2G.” An example of a question of rules or policies is, “Are you open until 9:00 tonight?”

Note: If an annual count of reference transactions is unavailable, determine an annual estimate by counting reference transactions during a typical week in October and multiply the count by 52. A “typical week” is a time that is neither unusually busy nor unusually slow. Avoid holiday times, vacation periods for key staff, days when unusual events are taking place in the community or in the library. Choose a week in which the library is open its regular hours. Include seven consecutive calendar days, from Sunday through Saturday (or whenever the library is usually open).

39 Total Circulation

Definition: The total annual circulation of all library materials of all types, including renewals.

Note: Count all materials in all formats that are charged out for use outside the library. Interlibrary loan transactions included are only items borrowed for users. Do not include items checked out to another library.

### INTER-LIBRARY LOANS

40 Provided To

Definition: These are library materials, or copies of the materials, provided by one library to another upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

41 Received From

Definition: These are library materials, or copies of the materials, received by one library from another library upon request. The libraries involved in interlibrary loans are not under the same library administration. These data are reported as annual figures.

## Appendix F—Survey Definitions

### CHILDREN'S SERVICES

- 42 Circulation of Children's Materials Definition: The total annual circulation of all children's materials in all formats to all users. It includes renewals.
- 43 Children's Program Attendance Definition: The count of the audience at all programs for which the primary audience is children. Includes adults who attend programs intended primarily for children.
- Note: Output Measures for Public Library Service to Children; A Manual of Standardized Procedures (ALA, 1992) defines children as persons age 14 and under.

### ELECTRONIC TECHNOLOGY

- 44 Operating Expenditures for Library Materials in Electronic Format (also include in #25 or #26) Definition: Report operating expenditures for materials considered part of the collection, whether purchased or leased, such as CD-ROMs, magnetic tapes, and magnetic discs, that are designed to be processed by a computer or similar machine. Examples are U.S. Census data tapes, locally-mounted databases, serials, and reference tools. Include operating expenditures for equipment when the cost is inseparably bundled into the price of the information service product. Exclude operating expenditures for library system software and microcomputer software used only by the library staff.
- Note: These expenditures should also be included in Collection Expenditures (Data Element #25) or Other Operating Expenditures (Data Element #26) on the Administrative Entity screen.
- 45 Operating Expenditures for Electronic Access (also include in #25 or #26) Definition: Report all operating expenditures from the library budget associated with access to electronic materials and services. Include computer hardware and software used to support library operations, whether purchased or leased, mainframe and microcomputer. Include expenditures for maintenance. Include expenditures for equipment used to run information service products when that expenditure can be separated from the price of the product. Report expenditures for services provided by national, regional, and local bibliographic utilities, networks, consortia and commercial services. Report all fees and usage costs associated with such services as OCLC FirstSearch or electronic document delivery.
- Note: Report only operating expenditures. These expenditures should also be included in Collection Expenditures (Data Element #25) or Other Operating Expenditures (Data Element #26) on the Administrative Entity screen. Do NOT report capital expenditures for items in this category.
- 46 Number of Library Materials in Electronic Format Report the number of physical units such as CD-ROMS, magnetic tapes and magnetic disks that are designed to be processed by a computer. Examples are U.S. Census data tapes, locally-mounted databases, reference tools, and serials on CD-ROM, tape, or floppy disk. Exclude bibliographic records used to manage the collection, library system software, and microcomputer software used only by the library staff.
- 47 Access to Electronic Services Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: Does your library provide access to electronic services (e.g., bibliographic and full-text databases, multi-media products)?

## Appendix F—Survey Definitions

These are electronic services provided due to subscription, lease, license, consortial membership or agreement. Include full-text serial subscriptions and electronic databases received by the library or an organization associated with the library.

48 Access to Internet

Answer <Y>es, <N>o, or <M>issing (unknown, not reported) to the following question: Does the public library have access to the Internet?

The Internet is the collection of networks that connects government, university, and commercial agencies (e.g., NSFNET, WestNet, etc.) and is unified by the use of a single protocol suite, TCP/IP.

Report the library as providing Internet access only if one or more of the following services are accessible: telnet, gopher, file transfer protocol, or community network. Do not report a library that has access to electronic mail only.

If the public library has access to the Internet as defined in the three preceding sentences, respond <Y>es to this data element and answer Internet Use Code (Data Element #49). If the library does not have access to the Internet, respond <N>o to this data element and respond NA (Not Applicable) to Data Element #49.

49 Internet Use Code

If the library has Internet access, is Internet used by (select one):

ST – library staff only

PI – patrons through a staff intermediary only

PE – patrons either directly or through a staff intermediary

NA – not applicable

M – missing (unknown, not reported)

50 Number of Internet Terminals Used by Staff Only

Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by staff only in the library that are used to connect to the Internet (text only, graphical, etc.).

51 Number of Internet Terminals Used by General Public

Definition: Number of computer terminals (PC, 'dumb terminal', etc.) used by general public in the library that are used to connect to the Internet (text only, graphical, etc.).

52 Number of Users of Electronic Resources Per Typical Week

Definition: Count the number of users using electronic resources in the library in a typical week. Electronic resources include, but are not limited to, Internet (WWW, email, telnet, other), online indexes, CD-ROM reference sources, software, and the online catalog. Do not include staff use of these resources.

Note: The number of users may be counted manually, using registration logs. Count each user that uses electronic resources, regardless of the amount of time spent on the computer. A user who uses the library's electronic resources three times a week would count as three customers. Software such as "Historian" can also be used to track the number of users at each public terminal.

## Appendix F—Survey Definitions

### Outlet Data Element Definitions

#	Data Element Name	Data Element Definitions
01	LIB ID (Optional)	Definition: This is the state-assigned identification code for the Outlet.
1A	FSCS ID (Automatic Display)	Definition: This is the identification code assigned by NCES. Outlets are assigned the same FSCS ID as the Administrative Entity to which they belong, with a unique three-digit suffix added to distinguish each outlet.
02	Name	Definition: This is the name of the Outlet.
03	Street Address	<p>Definition: This is the complete street address of the Outlet.</p> <p>Note: Do not report a post office box or general delivery. For a bookmobile that operates from an administrative entity, branch, or central library, report the address of the administrative entity, branch or central library from which it operates. For a bookmobile that is itself the administrative entity, report the address where the bookmobile is parked at night.</p>
04	City	Definition: This is the city or town in which the Outlet is located.
05	County of the Outlet	Definition: This is the county in which the Outlet is located.
06	Zip	Definition: This is the standard five-digit postal zip code for the street address of the Outlet.
07	Zip4	Definition: This is the four-digit postal zip code extension for the street address of the Outlet.
08	Phone	<p>Definition: This is the telephone number of the Outlet, including area code.</p> <p>Note: Report telephone number without spacing or punctuation.</p>
09	Outlet Type Code	<p>Definition: An outlet is a unit of an Administrative Entity that provides direct public library service.</p> <p>Select one of the following:</p> <ul style="list-style-type: none"> <li>BM – Books-by-Mail Only</li> <li>BR – Branch Library</li> <li>BS – Bookmobile(s)</li> <li>CE – Central Library</li> </ul> <p>BM – Books-by-Mail Only</p> <p>Definition – BM: A direct mail order service which provides books and other library materials. Books-by-mail typically serves rural residents, the disabled, the homebound, and others without access to another type of public library outlet. Requests for materials are usually received by mail and by telephone only. Only Books-by-Mail services that are housed separately from any other type of direct public service outlet (that is, central library, branches, or bookmobiles) should be coded here.</p>

## Appendix F—Survey Definitions

### BR – Branch Library

Definition – BR: A branch library is an auxiliary unit of an Administrative Entity which has at least all of the following:

1. separate quarters;
2. an organized collection of library materials;
3. paid staff; and
4. regularly scheduled hours for being open to the public.

### BS – Bookmobile(s)

Definition – BS: A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regularly scheduled hours (bookmobile stops) for being open to the public.

Note: A separate outlet record may be created for each bookmobile. You may wish to create separate outlet records for individual bookmobiles if (1) they have different addresses and/or (2) they have different Metropolitan Status Codes. Alternatively, a bookmobile outlet record may include more than one bookmobile.

### CE – Central Library

Definition – CE: This is one type of single outlet library (SO) or the library which is the operational center of a multiple-outlet library (MO or MA). Usually all processing is centralized here and the principal collections are housed here. Synonymous with main library.

Note: Each Administrative entity may report either no central library or one central library. No administrative entity may report more than one central library. If you wish to identify a central library in the outlet file, identify the library with the largest collection as the central library for FSCS purposes, and report all others as branches. Where there are several co-equal outlets and no principal collection, report all such outlets as branches, not central libraries.

### 10 Metropolitan Status Code

Select one of the following. Bookmobiles should report the code which best describes their primary service area.

- CC – Within the city limits of the central city of a Metropolitan Area.
- NC – Metropolitan Area, but not within central city limits.
- NO – Not in a Metropolitan Area.
- M – Missing (not reported, unknown)

Note: Contact the state data center for specific information about Metropolitan Areas in your state.

### CC – Central City

Definition – CC: The largest central city and, in some cases, up to two additional central cities are included in the title of the Metropolitan Area; there also are central cities that are not included in a Metropolitan Area title. A Metropolitan Area central city does not

## Appendix F—Survey Definitions

include any part of that city that extends outside the Metropolitan Area boundary.

NC – Metropolitan Area, but not within central city limits.

Definition – NC: A large population nucleus, together with adjacent communities that have a high degree of economic and social integration with that nucleus. Some Metropolitan Areas are defined around two or more nuclei. Each Metropolitan Area must contain a place with a minimum population of 50,000 or a Census Bureau-defined urbanized area and a total Metropolitan Area population of at least 100,000 (75,000 in New England). A Metropolitan Area comprises one or more central counties. (Independent cities are considered county equivalents.) A Metropolitan Area may also include one or more outlying counties that have close economic and social relationships with the central county. An outlying county must have a specified level of commuting to the central counties and also must meet certain standards regarding metropolitan character, such as population density, urban population, and population growth. In New England, Metropolitan Areas are composed of cities and towns rather than whole counties.

11 Population of the Legal Service Area by Type of Outlet

No longer collected.

12 Number of Bookmobiles in the Bookmobile Outlet Record

Definition: The number of bookmobiles in the book mobile outlet record.

Note: A bookmobile outlet record may include one or more bookmobiles. Complete this data element only if the outlet record is of the type BS - Bookmobile(s) (see Outlet Data Element #9). A bookmobile is a traveling branch library. It consists of at least all of the following:

1. a truck or van that carries an organized collection of library materials;
2. paid staff; and
3. regular scheduled hours (bookmobile stops) for being open to the public. Count vehicles in use, not the number of stops the vehicle makes.

13 Web Address

Definition: This is the Web address of the outlet.

http:// \_\_\_\_\_.

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## Appendix G—States with Libraries with Overlapping Population of Legal Service Areas

Alabama  
Arizona  
Arkansas  
Colorado  
Connecticut

Delaware  
Florida  
Indiana  
Iowa  
Kansas

Louisiana  
Maine  
Maryland  
Michigan  
Minnesota

Mississippi  
Missouri  
Nevada  
New Hampshire  
New Jersey

New York  
North Dakota  
Oklahoma  
Rhode Island  
South Carolina

South Dakota  
Tennessee  
Vermont

## Appendix H—Libraries with No Central Outlet

Obs	FSCS ID#	LIBRARY NAME	TOTAL	CENTRAL	BRANCH	BOOKMOBILE
1	AL0001	CARL ELLIOTT REGIONAL LIBRARY	0	0	0	0
2	AL0010	CHEAHA REGIONAL LIBRARY	2	0	0	2
3	AL0048	HORSESHOE BEND REGIONAL LIBRARY	2	0	0	2
4	AL0065	NORTHWEST REGIONAL LIBRARY	1	0	0	1
5	AL0075	WHEELER BASIN REGIONAL LIBRARY	0	0	0	0
6	AL0113	ESCAMBIA CO. COOP. LIBRARY SYSTEM	0	0	0	0
7	AL0120	MARENGO LIBRARY SYSTEM	1	0	0	1
8	AL0123	MARSHALL COUNTY COOPERATIVE LIBRARY	1	0	0	1
9	AZ0001	APACHE COUNTY LIBRARY DISTRICT	6	0	6	0
10	AZ0009	COCHISE COUNTY LIBRARY DISTRICT	13	0	11	2
11	AZ0028	MARICOPA COUNTY LIBRARY DISTRICT	18	0	12	6
12	AZ0050	PINAL COUNTY LIBRARY DISTRICT	13	0	13	0
13	AZ0067	YAVAPAI COUNTY LIBRARY DISTRICT	18	0	18	0
14	AZ0102	GILA COUNTY LIBRARY DISTRICT	8	0	8	0
15	AR0002	WASHINGTON COUNTY LIBRARY SYSTEM	8	0	8	0
16	AR0003	NORTH ARKANSAS REGIONAL LIBRARY	2	0	2	0
17	AR0049	CARROLL AND MADISON LIBRARY SYSTEM	6	0	6	0
18	CA0047	IMPERIAL COUNTY LIBRARY	8	0	8	0
19	CA0062	COUNTY OF LOS ANGELES PUBLIC LIBRARY	87	0	84	3
20	CA0071	MONO COUNTY FREE LIBRARY	7	0	6	1
21	CA0073	MONTEREY COUNTY FREE LIBRARIES	19	0	17	2
22	CA0084	ORANGE COUNTY PUBLIC LIBRARY	27	0	27	0
23	CA0109	SAN BERNARDINO COUNTY LIBRARY	30	0	28	2
24	CA0112	SAN DIEGO COUNTY LIBRARY	33	0	31	2
25	CA0120	SAN MATEO COUNTY LIBRARY	13	0	12	1
26	CA0126	SANTA CLARA COUNTY LIBRARY	11	0	9	2
27	CA0136	SOLANO COUNTY LIBRARY	6	0	6	0
28	CA0152	VENTURA COUNTY LIBRARY	16	0	16	0
29	CA0157	YOLO COUNTY LIBRARY	7	0	7	0
30	CA0199	RIVERSIDE COUNTY LIBRARY SERVICE	25	0	24	1
31	CO0037	DOUGLAS PUBLIC LIBRARY DISTRICT	4	0	4	0
32	CO0039	EAGLE VALLEY LIBRARY DISTRICT	3	0	3	0
33	CO0049	GARFIELD CO PUBLIC LIBRARY SYSTEM	6	0	6	0
34	CO0051	GRAND COUNTY LIBRARY DISTRICT	5	0	5	0
35	CO0060	JEFFERSON COUNTY PUBLIC LIBRARY	12	0	11	1
36	CO0103	SOUTH ROUTT LIBRARY DISTRICT	3	0	3	0
37	CO0144	DELTA COUNTY PUBLIC LIBRARY DISTRICT	5	0	5	0
38	CO0145	WELD LIBRARY DISTRICT	10	0	9	1
39	DE0044	KENT COUNTY BOOKMOBILE/DIVISION OF LIBRARIES	1	0	0	1
40	DE0045	SUSSEX COUNTY BOOKMOBILE	1	0	0	1
41	FL0018	CITRUS COUNTY LIBRARY SYSTEM	5	0	5	0
42	FL0019	CLAY COUNTY PUBLIC LIBRARY SYSTEM	5	0	4	1
43	FL0039	LAKE COUNTY LIBRARY SYSTEM	9	0	9	0
44	FL0065	PASCO COUNTY LIBRARY COOPERATIVE	8	0	8	0
45	FL0095	SEMINOLE COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
46	FL0099	VOLUSIA COUNTY PUBLIC LIBRARY	16	0	15	1
47	FL0127	PINELLAS PUBLIC LIBRARY COOPERATIVE	24	0	24	0
48	FL0135	WILDERNESS PUBLIC LIBRARIES	5	0	4	1
49	FL0136	PANHANDLE PUBLIC LIBRARY COOPERATIVE SYSTEM	14	0	13	1
50	FL0146	SUMTER COUNTY PUBLIC LIBRARY SYSTEM	6	0	6	0
51	FL0147	THREE RIVERS REGIONAL LIBRARY SYSTEM	3	0	3	0
52	FL0148	LIBRARY COOPERATIVE OF THE PALM BEACHES	24	0	22	2
53	FL0149	NEW RIVER PUBLIC LIBRARY COOPERATIVE	5	0	3	2
54	FL8001	POLK COUNTY LIBRARY COOPERATIVE	17	0	16	1
55	FL8003	OKALOOSA COUNTY PUBLIC LIBRARY COOPERATIVE	7	0	6	1
56	FL8007	LEVY COUNTY PUBLIC LIBRARY SYSTEM	5	0	5	0
57	ID0062	JEFFERSON COUNTY DISTRICT	3	0	3	0
58	ID0120	KOOTENAI-SHOSHONE DISTRICT	7	0	6	1
59	MD0002	PL OF ANNAPOLIS AND ANNE ARUNDEL COUNTY, INC.	15	0	15	0
60	MD0004	BALTIMORE COUNTY PUBLIC LIBRARY	18	0	16	2
61	MD0007	CARROLL COUNTY PUBLIC LIBRARY	8	0	5	3
62	MD0013	HARFORD COUNTY PUBLIC LIBRARY	9	0	9	0
63	MD0016	MONTGOMERY COUNTY PUBLIC LIBRARIES	23	0	21	2
64	MD0017	PRINCE GEORGE'S COUNTY MEMORIAL LIBRARY	19	0	19	0
65	MD0024	WORCESTER COUNTY LIBRARY	5	0	5	0
66	MI0021	BAY COUNTY LIBRARY SYSTEM	6	0	5	1
67	MI0171	IOSCO-ARENAC DISTRICT LIBRARY	9	0	8	1
68	MI0190	LAPEER COUNTY LIBRARY	8	0	8	0
69	MI0240	MUSKEGON COUNTY LIBRARY	10	0	9	1
70	MN0001	ARROWHEAD LIBRARY SYSTEM	1	0	0	1
71	MN0038	CARVER COUNTY LIBRARY	5	0	5	0
72	MN0039	DAKOTA COUNTY LIBRARY	9	0	8	1
73	MN0041	HENNEPIN COUNTY LIBRARY	27	0	26	1
74	MN0043	RAMSEY COUNTY LIBRARY	7	0	7	0
75	MN0045	SCOTT COUNTY LIBRARY SYSTEM	7	0	7	0
76	MN0046	WASHINGTON COUNTY LIBRARY	9	0	9	0
77	MN0051	PIONEERLAND LIBRARY SYSTEM	31	0	31	0
78	MN0068	SOUTHEASTERN LIBRARIES COOPERATING	1	0	0	1
79	MN0109	VIKING LIBRARY SYSTEM	2	0	0	2
80	MN0145	KITCHIGAMI REGIONAL LIBRARY	10	0	9	1
81	MN0152	PLUM CREEK LIBRARY SYSTEM	1	0	0	1
82	MN9030	SIBLEY COUNTY LIBRARY SYSTEM	5	0	5	0

## Appendix H—Libraries with No Central Outlet

83	MS0006	CENTRAL MISSISSIPPI REGIONAL LIBRARY	20	0	20	0
84	MO0020	SPRINGFIELD-GREENE COUNTY LIBRARY DISTRICT	9	0	8	1
85	MO0035	SAINT CHARLES CITY-COUNTY LIBRARY DISTRICT	10	0	10	0
86	MO0038	BARRY-LAWRENCE REGIONAL LIBRARY	9	0	9	0
87	MO0137	REYNOLDS COUNTY LIBRARY DISTRICT	5	0	5	0
88	MO0147	JEFFERSON COUNTY LIBRARY	3	0	3	0
89	MO0164	OREGON COUNTY LIBRARY DISTRICT	5	0	5	0
90	MO0174	HEARTLAND REGIONAL LIBRARY SYSTEM	5	0	4	1
91	NV0008	LAS VEGAS-CLARK COUNTY DISTRICT LIBRARY	24	0	24	0
92	NV0025	WASHOE COUNTY LIBRARY	14	0	13	1
93	NV0027	ESMERALDA COUNTY LIBRARY	3	0	3	0
94	NY0041	SENECA NATION LIBRARY	2	0	2	0
95	NC0002	APPALACHIAN REGIONAL LIBRARY	7	0	6	1
96	NC0003	AVERY-MITCHELL-YANCEY REGIONAL LIBRARY	5	0	4	1
97	NC0006	CRAVEN-PAMLICO-CARTERET REGIONAL LIBRARY	11	0	9	2
98	NC0007	EAST ALBEMARLE REGIONAL LIBRARY	7	0	6	1
99	NC0008	FONTANA REGIONAL LIBRARY	7	0	6	1
100	NC0011	NANTAHALA REGIONAL LIBRARY	5	0	4	1
101	NC0013	NORTHWESTERN REGIONAL LIBRARY	14	0	13	1
102	NC0014	PETTIGREW REGIONAL LIBRARY	4	0	4	0
103	NC0015	SANDHILL REGIONAL LIBRARY SYSTEM	16	0	14	2
104	NC0018	BRUNSWICK COUNTY LIBRARY	4	0	4	0
105	NC0054	ROCKINGHAM COUNTY PUBLIC LIBRARY	7	0	6	1
106	NC0063	WAKE COUNTY DEPARTMENT OF LIBRARY SERVICES	19	0	17	2
107	ND0078	SIoux COUNTY LIBRARY	1	0	0	1
108	OH0018	CLERMONT COUNTY PUBLIC LIBRARY	10	0	10	0
109	OH0046	GAUGA COUNTY PUBLIC LIBRARY	7	0	6	1
110	OH0052	CUYAHOGA COUNTY PUBLIC LIBRARY	29	0	29	0
111	OH0075	PREBLE COUNTY DISTRICT LIBRARY	7	0	7	0
112	OH0099	SOUTHWEST PUBLIC LIBRARIES	2	0	2	0
113	OH0242	WILLOUGHBY-EASTLAKE PUBLIC LIBRARY	3	0	3	0
114	OR0091	DESCHUTES PUBLIC LIBRARY SYSTEM	5	0	5	0
115	OR0115	COOS COUNTY LIBRARY SERVICE DISTRICT	0	0	0	0
116	OR0127	WALLOWA COUNTY LIBRARY	2	0	2	0
117	SC0002	AIKEN-BAMBERG-BARNWELL-EDGEFIELD REGIONAL LIB	15	0	14	1
118	UT0001	BEAVER COUNTY BOOKMOBILE LIBRARY	2	0	0	2
119	UT0005	BOX ELDER COUNTY BOOKMOBILE LIBRARY	3	0	1	2
120	UT0009	CACHE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
121	UT0015	CARBON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
122	UT0018	DAGGETT COUNTY BOOKMOBILE LIBRARY	1	0	0	1
123	UT0022	EMERY COUNTY LIBRARY	8	0	8	0
124	UT0025	IRON COUNTY BOOKMOBILE LIBRARY	2	0	1	1
125	UT0028	JUAB COUNTY BOOKMOBILE LIBRARY	1	0	0	1
126	UT0030	KANE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
127	UT0032	MILLARD COUNTY BOOKMOBILE LIBRARY	1	0	0	1
128	UT0036	PIUTE COUNTY BOOKMOBILE LIBRARY	1	0	0	1
129	UT0037	RICH COUNTY BOOKMOBILE LIBRARY	1	0	0	1
130	UT0038	SANPETE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
131	UT0043	SEVIER COUNTY BOOKMOBILE LIBRARY	1	0	0	1
132	UT0049	SALT LAKE COUNTY LIBRARY SYSTEM	17	0	17	0
133	UT0050	SAN JUAN COUNTY LIBRARY	3	0	2	1
134	UT0051	SUMMIT COUNTY LIBRARY	4	0	3	1
135	UT0053	TOOELE COUNTY BOOKMOBILE LIBRARY	3	0	2	1
136	UT0056	UTAH COUNTY BOOKMOBILE LIBRARY	2	0	1	1
137	UT0068	WAYNE COUNTY BOOKMOBILE LIBRARY	2	0	1	1
138	VA0026	FAIRFAX COUNTY PUBLIC LIBRARY	21	0	21	0
139	VA0036	HENRICO COUNTY PUBLIC LIBRARY	11	0	10	1
140	VA0044	LOUDOUN COUNTY PUBLIC LIBRARY	7	0	6	1
141	VA0050	MIDDLESEX COUNTY PUBLIC LIBRARY	2	0	2	0
142	VA0053	NEWPORT NEWS PUBLIC LIBRARY SYSTEM	5	0	4	1
143	VA0057	PAMUNKEY REGIONAL LIBRARY	11	0	10	1
144	VA0064	PRINCE WILLIAM PUBLIC LIBRARY SYSTEM	10	0	10	0
145	VA0078	SOUTHSIDE REGIONAL LIBRARY	6	0	6	0
146	VA0086	WILLIAMSBURG REGIONAL LIBRARY	3	0	2	1
147	VA0091	CENTRAL VIRGINIA REGIONAL LIBRARY	2	0	2	0
148	WA0057	WHATCOM COUNTY RURAL LIBRARY DISTRICT	10	0	9	1
149	WA0059	KING COUNTY	41	0	41	0
150	WA0061	MID-COLUMBIA	11	0	10	1
151	WA0062	NORTH CENTRAL REGIONAL LIBRARY	27	0	27	0
152	WA0063	PIERCE COUNTY	20	0	17	3
153	WA0065	SNO-ISLE REGIONAL LIBRARY	21	0	20	1
154	WA0066	SPOKANE COUNTY	10	0	10	0
155	WA0069	TIMBERLAND REGIONAL LIBRARY	27	0	27	0
156	WA8002	STEVENS COUNTY LIBRARY DISTRICT	7	0	7	0
157	WI0148	KENOSHA PUBLIC LIBRARY	5	0	4	1
158	WI0153	KIMBERLY--LITTLE CHUTE PUBLIC LIBRARY	2	0	2	0
159	WI0390	LA CROSSE COUNTY LIBRARY	5	0	5	0
160	VI0002	DPNR/DIVISION OF LIBRARIES, ARCHIVES & MUS.	5	0	4	1
			=====	=====	=====	=====
			1,475	0	1,361	114

## Appendix I—Imputation Flags and Definitions for Public Library Data File

- 0 If the variable is not imputed.
- 1 If Method 1 (mean growth rate) is used with 1999 data.
- 2 If Method 1 is used with 1998 data.
- 3 If Method 2 (hot-deck growth rate) is used with 1999 data.
- 4 If Method 2 is used with 1998 data.
- 5 If adjusted cell mean is used (i.e., population of legal service area > 0).
- 6 If unadjusted cell mean is used (i.e., population of legal service area <= 0).
- 7 If, for attendance, there is no prior year data, the ratio of 2000 total library visits to total population of legal service area (also called duplicated population) for the respondents in the imputation cell was multiplied by the nonrespondent's 2000 population value.
- 8 If, for children's program attendance, the ratio of the nonrespondent's 1999 children's program attendance to library visits was multiplied by the nonrespondent's 2000 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 1999 children's circulation to total circulation was multiplied by the nonrespondent's 2000 total circulation.
- 9 If, for children's program attendance, the ratio of the nonrespondent's 1998 children's program attendance to library visits was multiplied by the nonrespondent's 2000 library visits. Likewise, for children's circulation, the ratio of the nonrespondent's 1998 children's circulation to total circulation was multiplied by the nonrespondent's 2000 total circulation.
- 10 If, for children's program attendance, there is no prior year data, the ratio of 2000 total children's program attendance to total library visits for the respondents in the imputation cell was multiplied by the nonrespondent's 2000 library visits. Likewise, for children's circulation, the ratio of 2000 total children's circulation to total circulation for the respondents in the imputation cell was multiplied by the nonrespondent's 2000 total circulation.
- 11 If, for a derived variable, the variable is imputed.
- 12 If, for library visits, (imputation flag 25 (library visits) > 0 and imputation flag 31 (children's program attendance) = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 1999 library visits to children's program attendance was multiplied by the nonrespondent's 2000 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 8 above. Likewise, for total circulation, the ratio of the nonrespondent's 1999 total circulation to children's circulation was multiplied by the nonrespondent's 2000 children's circulation.
- 13 If, for library visits, (imputation flag 25 (library visits) > 0 and imputation flag 31 (children's program attendance) = 0) and (children's program attendance > library visits), the ratio of the nonrespondent's 1998 library visits to children's program attendance was multiplied by the nonrespondent's 2000 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 9 above. Likewise, for total circulation, the ratio of the nonrespondent's 1998 total circulation to children's circulation was multiplied by the nonrespondent's 2000 children's circulation.

## Appendix I—Imputation Flags and Definitions for Public Library Data File

- 14 If, for library visits, (imputation flag 25 (library visits) > 0 and imputation flag 31 (children's program attendance) = 0) and (children's program attendance > library visits) and, in addition, there is no prior year data, the ratio of 2000 total library visits to total children's program attendance for the respondents in the imputation cell was multiplied by the nonrespondent's 1999 children's program attendance. This is tantamount to using the inverse of the ratio used in imputation flag 10 above. Likewise, for total circulation, the ratio of 2000 total circulation to total children's circulation for the respondents in the imputation cell was multiplied by the respondent's 2000 children's circulation.
- 15 If, for population of legal service area, the 2000 data are missing, the prior year value was used or a value was obtained from NCES.
- 16 If, for either electronic services access, Internet access, or Internet use code, the value was imputed using a prior year response.
- 17 If, for either electronic services access or Internet access, the value was imputed using the current year response to electronic access expenditures. If electronic access expenditures was > 0, the value was set to 'Y'. Otherwise, the value was set to 'N'.
- 18 If, for materials in electronic format expenditures or electronic access expenditures, the value was imputed by taking the sum of other operating expenditures and collection expenditures and multiplying it by the mean ratio of either materials in electronic format expenditures to other operating/collection expenditures or electronic access expenditures to other operating/collection expenditures.
- 19 If electronic access expenditures plus materials in electronic format expenditures was greater than the sum of other operating expenditures plus collection expenditures, both electronic expenditures variables were adjusted by the mean ratio of one expenditure to the mean sum of both expenditures.
- 20 No reported data. (Used for variables that might be imputed in future years).
- 21 If materials in electronic format expenditures was adjusted by the mean ratio of materials in electronic format expenditures to materials in electronic format.
- 22 If materials in electronic format was adjusted by the mean ratio of materials in electronic format to materials in electronic format expenditures.
- 23 If materials in electronic format expenditures was adjusted by the ratio of the record's prior year materials in electronic format expenditures to materials in electronic format.
- 24 If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 1999 annual public service hours to 1999 total outlets. This method was used when the number of total outlets changed.
- 25 If annual public service hours was adjusted by multiplying this year's total outlets by the ratio of 1998 annual public service hours to 1998 total outlets. This method was used when the number of total outlets changed.
- 26 If the response to Internet access equals 'N', then Internet use code is imputed as 'NA'.
- 27 If the imputed response for Internet use code is based on the most frequent response for the state.
- 28 If Internet access = 'Y' and Internet use code = 'ST' and Internet terminals used by staff only = -1 or > 0, then Internet terminals used by general public = 0.

## Appendix I—Imputation Flags and Definitions for Public Library Data File

- 29 Not used.
- 30 If the same method as imputation method 1 was used but with 1999 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 31 If the same method as imputation method 2 was used but with 1998 imputed data instead of reported data. This was done only when the imputed data used was based on past reported data.
- 32 Only used in special situations when the originally imputed value seems extremely high or extremely low. The value is adjusted by the previous year's response to state total.
- 33 If adjusted cell median is used (i.e., population of legal service area > 0).
- 34 If unadjusted cell median is used (i.e., population of legal service area <= 0).
- 35 If, for Internet terminals used by staff only and Internet terminals used by general public, the 1999 reported data is the imputed value.
- 36 If, for Internet terminals used by staff only and Internet terminals used by general public, the 1998 reported data is the imputed value.
- 37 If after NCES review a special imputation procedure was used.
- 99 If data are suppressed (to protect confidentiality of respondents) (public-use file only).

## Appendix J—Imputation Flag Frequencies for Public Library Data File

Note: See appendix A for a description of the imputation flag variables and appendix I for the imputation flags and definitions.

POPU\_LSA - IMPUTATION FLAG

IMP0	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9078	100.00	9078	100.00

CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9078	100.00	9078	100.00

BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9078	100.00	9078	100.00

BKMOB - IMPUTATION FLAG

IMP3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9078	100.00	9078	100.00

MASTER - IMPUTATION FLAG

IMP4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8994	99.07	8994	99.07
1	5	0.06	8999	99.13
5	76	0.84	9075	99.97
11	2	0.02	9077	99.99
30	1	0.01	9078	100.00

LIBRARIA - IMPUTATION FLAG

IMP5	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8945	98.53	8945	98.53
1	38	0.42	8983	98.95
2	7	0.08	8990	99.03
5	65	0.72	9055	99.75
11	10	0.11	9065	99.86
30	6	0.07	9071	99.92
31	7	0.08	9078	100.00

OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8951	98.60	8951	98.60
11	127	1.40	9078	100.00

TOTSTAFF - IMPUTATION FLAG

IMP7	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8933	98.40	8933	98.40
1	27	0.30	8960	98.70
2	1	0.01	8961	98.71
5	52	0.57	9013	99.28
11	47	0.52	9060	99.80
30	10	0.11	9070	99.91
31	8	0.09	9078	100.00

## Appendix J—Imputation Flag Frequencies for Public Library Data File

### LOGVGT - IMPUTATION FLAG

IMP8	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8899	98.03	8899	98.03
3	70	0.77	8969	98.80
4	18	0.20	8987	99.00
5	90	0.99	9077	99.99
11	1	0.01	9078	100.00

### STGVT - IMPUTATION FLAG

IMP9	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8910	98.15	8910	98.15
3	51	0.56	8961	98.71
4	20	0.22	8981	98.93
5	58	0.64	9039	99.57
11	39	0.43	9078	100.00

### FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8870	97.71	8870	97.71
3	73	0.80	8943	98.51
4	23	0.25	8966	98.77
5	71	0.78	9037	99.55
11	41	0.45	9078	100.00

### OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8808	97.03	8808	97.03
3	1	0.01	8809	97.04
4	17	0.19	8826	97.22
11	252	2.78	9078	100.00

### TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8804	96.98	8804	96.98
3	6	0.07	8810	97.05
4	24	0.26	8834	97.31
5	10	0.11	8844	97.42
11	234	2.58	9078	100.00

### SALARIES - IMPUTATION FLAG

IMP13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5439	59.91	5439	59.91
1	10	0.11	5449	60.02
5	19	0.21	5468	60.23
11	3	0.03	5471	60.27
30	2	0.02	5473	60.29
99	3605	39.71	9078	100.00

### BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5410	59.59	5410	59.59
11	63	0.69	5473	60.29
99	3605	39.71	9078	100.00

## Appendix J—Imputation Flag Frequencies for Public Library Data File

### STAFFEXP - IMPUTATION FLAG

IMP15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5439	59.91	5439	59.91
1	10	0.11	5449	60.02
5	19	0.21	5468	60.23
11	3	0.03	5471	60.27
30	2	0.02	5473	60.29
99	3605	39.71	9078	100.00

### TOTEXPCO - IMPUTATION FLAG

IMP16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8883	97.85	8883	97.85
1	73	0.80	8956	98.66
2	3	0.03	8959	98.69
5	93	1.02	9052	99.71
11	2	0.02	9054	99.74
30	19	0.21	9073	99.94
31	5	0.06	9078	100.00

### OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	5438	59.90	5438	59.90
1	10	0.11	5448	60.01
5	20	0.22	5468	60.23
11	3	0.03	5471	60.27
30	2	0.02	5473	60.29
99	3605	39.71	9078	100.00

### TOTOPEXP - IMPUTATION FLAG

IMP18	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8860	97.60	8860	97.60
11	218	2.40	9078	100.00

### CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8707	95.91	8707	95.91
5	315	3.47	9022	99.38
11	56	0.62	9078	100.00

### BKVOL - IMPUTATION FLAG

IMP20	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8891	97.94	8891	97.94
1	62	0.68	8953	98.62
5	89	0.98	9042	99.60
30	26	0.29	9068	99.89
31	10	0.11	9078	100.00

### AUDIO - IMPUTATION FLAG

IMP21	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8856	97.55	8856	97.55
1	77	0.85	8933	98.40
2	3	0.03	8936	98.44
5	112	1.23	9048	99.67
11	6	0.07	9054	99.74
30	18	0.20	9072	99.93
31	6	0.07	9078	100.00

## Appendix J—Imputation Flag Frequencies for Public Library Data File

### VIDEO - IMPUTATION FLAG

IMP22	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8865	97.65	8865	97.65
5	210	2.31	9075	99.97
11	3	0.03	9078	100.00

### SUBSCRIP - IMPUTATION FLAG

IMP23	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8884	97.86	8884	97.86
1	65	0.72	8949	98.58
2	2	0.02	8951	98.60
5	88	0.97	9039	99.57
30	21	0.23	9060	99.80
31	18	0.20	9078	100.00

### HRS\_OPEN - IMPUTATION FLAG

IMP24	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8937	98.45	8937	98.45
1	58	0.64	8995	99.09
2	16	0.18	9011	99.26
5	66	0.73	9077	99.99
24	1	0.01	9078	100.00

### VISITS - IMPUTATION FLAG

IMP25	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8178	90.09	8178	90.09
1	196	2.16	8374	92.24
6	1	0.01	8375	92.26
7	571	6.29	8946	98.55
12	2	0.02	8948	98.57
13	3	0.03	8951	98.60
14	2	0.02	8953	98.62
30	80	0.88	9033	99.50
31	43	0.47	9076	99.98
34	1	0.01	9077	99.99
37	1	0.01	9078	100.00

### REFERENC - IMPUTATION FLAG

IMP26	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8182	90.13	8182	90.13
1	240	2.64	8422	92.77
5	492	5.42	8914	98.19
30	91	1.00	9005	99.20
31	72	0.79	9077	99.99
37	1	0.01	9078	100.00

### TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8876	97.77	8876	97.77
1	69	0.76	8945	98.53
5	99	1.09	9044	99.63
30	23	0.25	9067	99.88
31	11	0.12	9078	100.00

### LOANTO - IMPUTATION FLAG

IMP28	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8756	96.45	8756	96.45
5	322	3.55	9078	100.00

## Appendix J—Imputation Flag Frequencies for Public Library Data File

### LOANFM - IMPUTATION FLAG

IMP29	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8819	97.15	8819	97.15
1	1	0.01	8820	97.16
5	258	2.84	9078	100.00

### KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8522	93.88	8522	93.88
5	1	0.01	8523	93.89
8	169	1.86	8692	95.75
9	73	0.80	8765	96.55
10	313	3.45	9078	100.00

### KIDATTEN - IMPUTATION FLAG

IMP31	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8692	95.75	8692	95.75
8	109	1.20	8801	96.95
9	33	0.36	8834	97.31
10	244	2.69	9078	100.00

### POPU\_UND - IMPUTATION FLAG

IMP32	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9078	100.00	9078	100.00

### ELMATEXP - IMPUTATION FLAG

IMP33	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8619	94.94	8619	94.94
1	128	1.41	8747	96.35
2	1	0.01	8748	96.36
5	77	0.85	8825	97.21
11	76	0.84	8901	98.05
23	45	0.50	8946	98.55
30	132	1.45	9078	100.00

### ELACCEXP - IMPUTATION FLAG

IMP34	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8574	94.45	8574	94.45
1	184	2.03	8758	96.47
5	90	0.99	8848	97.47
11	89	0.98	8937	98.45
18	82	0.90	9019	99.35
19	41	0.45	9060	99.80
30	18	0.20	9078	100.00

### ELMATS - IMPUTATION FLAG

IMP35	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8639	95.16	8639	95.16
1	22	0.24	8661	95.41
2	12	0.13	8673	95.54
5	130	1.43	8803	96.97
11	160	1.76	8963	98.73
22	52	0.57	9015	99.31
23	54	0.59	9069	99.90
30	9	0.10	9078	100.00

## Appendix J—Imputation Flag Frequencies for Public Library Data File

### ELSVACC - IMPUTATION FLAG

IMP36	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9015	99.31	9015	99.31
16	29	0.32	9044	99.63
17	34	0.37	9078	100.00

### INETACC - IMPUTATION FLAG

IMP37	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9024	99.41	9024	99.41
11	6	0.07	9030	99.47
16	21	0.23	9051	99.70
17	27	0.30	9078	100.00

### INETUSE - IMPUTATION FLAG

IMP38	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	9018	99.34	9018	99.34
11	7	0.08	9025	99.42
16	12	0.13	9037	99.55
26	27	0.30	9064	99.85
27	14	0.15	9078	100.00

### STFTERMS - IMPUTATION FLAG

IMP39	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8814	97.09	8814	97.09
11	27	0.30	8841	97.39
34	48	0.53	8889	97.92
35	179	1.97	9068	99.89
36	9	0.10	9077	99.99
37	1	0.01	9078	100.00

### GPTERMS - IMPUTATION FLAG

IMP40	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8960	98.70	8960	98.70
11	27	0.30	8987	99.00
28	1	0.01	8988	99.01
34	40	0.44	9028	99.45
35	46	0.51	9074	99.96
36	4	0.04	9078	100.00

### ERES\_USR - IMPUTATION FLAG

IMP41	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	6266	69.02	6266	69.02
20	2812	30.98	9078	100.00

## Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

**Note:** See appendix B for a description of the imputation flag variables. The imputation flags and definitions are listed below, followed by the frequencies.

- 0 If all detail comprising total is reported data.
- 1 If some detail comprising total is imputed data.
- 2 If all detail comprising total is imputed data.
- 99 If total is suppressed (public-use file only).

### POPU\_LSA - IMPUTATION FLAG

IMP0	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	55	100.00	55	100.00

### CENTLIB - IMPUTATION FLAG

IMP1	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	55	100.00	55	100.00

### BRANLIB - IMPUTATION FLAG

IMP2	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	55	100.00	55	100.00

### BKMDB - IMPUTATION FLAG

IMP3	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	55	100.00	55	100.00

### MASTER - IMPUTATION FLAG

IMP4	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	35	63.64	35	63.64
1	20	36.36	55	100.00

### LIBRARIA - IMPUTATION FLAG

IMP5	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	34	61.82	34	61.82
1	21	38.18	55	100.00

### OTHPAID - IMPUTATION FLAG

IMP6	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	35	63.64	35	63.64
1	20	36.36	55	100.00

### TOTSTAFF - IMPUTATION FLAG

IMP7	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	60.00	33	60.00
1	22	40.00	55	100.00

## Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### LOGGVT - IMPUTATION FLAG

IMP8	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	58.18	32	58.18
1	23	41.82	55	100.00

### STGVT - IMPUTATION FLAG

IMP9	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	33	60.00	33	60.00
1	22	40.00	55	100.00

### FEDGVT - IMPUTATION FLAG

IMP10	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	54.55	30	54.55
1	25	45.45	55	100.00

### OTHINCM - IMPUTATION FLAG

IMP11	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	58.18	32	58.18
1	23	41.82	55	100.00

### TOTINCM - IMPUTATION FLAG

IMP12	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	56.36	31	56.36
1	24	43.64	55	100.00

### SALARIES - IMPUTATION FLAG

IMP13	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	49.09	27	49.09
1	27	49.09	54	98.18
99	1	1.82	55	100.00

### BENEFIT - IMPUTATION FLAG

IMP14	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	25	45.45	25	45.45
1	29	52.73	54	98.18
99	1	1.82	55	100.00

### STAFFEXP - IMPUTATION FLAG

IMP15	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	49.09	27	49.09
1	27	49.09	54	98.18
99	1	1.82	55	100.00

### TOTEXPC0 - IMPUTATION FLAG

IMP16	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	31	56.36	31	56.36
1	24	43.64	55	100.00

## Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### OTHOPEXP - IMPUTATION FLAG

IMP17	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	52.73	29	52.73
1	25	45.45	54	98.18
99	1	1.82	55	100.00

### TOTOPEXP - IMPUTATION FLAG

IMP18	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	29	52.73	29	52.73
1	26	47.27	55	100.00

### CAPITAL - IMPUTATION FLAG

IMP19	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	32	58.18	32	58.18
1	22	40.00	54	98.18
2	1	1.82	55	100.00

### BKVOL - IMPUTATION FLAG

IMP20	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	54.55	30	54.55
1	25	45.45	55	100.00

### AUDIO - IMPUTATION FLAG

IMP21	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	27	49.09	27	49.09
1	28	50.91	55	100.00

### VIDEO - IMPUTATION FLAG

IMP22	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	47.27	26	47.27
1	29	52.73	55	100.00

### SUBSCRIP - IMPUTATION FLAG

IMP23	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	54.55	30	54.55
1	25	45.45	55	100.00

### HRS\_OPEN - IMPUTATION FLAG

IMP24	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	34	61.82	34	61.82
1	21	38.18	55	100.00

### VISITS - IMPUTATION FLAG

IMP25	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	12	21.82	12	21.82
1	42	76.36	54	98.18
2	1	1.82	55	100.00

## Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### REFERENC - IMPUTATION FLAG

IMP26	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	15	27.27	15	27.27
1	39	70.91	54	98.18
2	1	1.82	55	100.00

### TOTCIR - IMPUTATION FLAG

IMP27	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	23	41.82	23	41.82
1	32	58.18	55	100.00

### LOANTO - IMPUTATION FLAG

IMP28	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	38.18	21	38.18
1	34	61.82	55	100.00

### LOANFM - IMPUTATION FLAG

IMP29	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	24	43.64	24	43.64
1	31	56.36	55	100.00

### KIDCIRCL - IMPUTATION FLAG

IMP30	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	11	20.00	11	20.00
1	43	78.18	54	98.18
2	1	1.82	55	100.00

### KIDATTEN - IMPUTATION FLAG

IMP31	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	38.18	21	38.18
1	34	61.82	55	100.00

### POPU\_UND - IMPUTATION FLAG

IMP32	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	55	100.00	55	100.00

### ELMATEXP - IMPUTATION FLAG

IMP33	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	21	38.18	21	38.18
1	33	60.00	54	98.18
2	1	1.82	55	100.00

### ELACCEXP - IMPUTATION FLAG

IMP34	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	18	32.73	18	32.73
1	37	67.27	55	100.00

## Appendix K—Imputation Flags, Definitions, and Frequencies for State Summary/State Characteristics Data File

### ELMATS - IMPUTATION FLAG

IMP35	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	18	32.73	18	32.73
1	37	67.27	55	100.00

### STFTERMS - IMPUTATION FLAG

IMP39	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	26	47.27	26	47.27
1	29	52.73	55	100.00

### GPTERMS - IMPUTATION FLAG

IMP40	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	30	54.55	30	54.55
1	25	45.45	55	100.00

### ERES\_USR - IMPUTATION FLAG

IMP41	Frequency	Percent	Cumulative Frequency	Cumulative Percent
0	8	14.55	8	14.55
1	39	70.91	47	85.45
2	8	14.55	55	100.00